

# **International Student Handbook**



**WENZHOU UNIVERSITY**

College of International Cooperation

December, 2012



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## Rules and Regulations

### 1. General Rules and Regulations

- (1) Every student should behave himself/herself to the national laws and university regulations.
- (2) Students are forbidden to take part in the illegal regional organizations, and any public religious activity is not allowed around the campus.
- (3) Students should respect different religions and customs. No discrimination and prejudice in any case!
- (4) Students should be friendly to others. Violence is strictly forbidden! Violator will be punished according to the university rules and the law.
- (5) Proper manners and decent dressing are supposed to be kept in public.
- (6) Be active and motivated in the activities organized by the class, the college and the university.

### 2. Requirements of Students' Daily Behavior

- (1) Students should abide by the Chinese laws and college regulation. Any activity hindering the Chinese social order, violating other people's proper right, harming Chinese national security or interest will be strictly forbidden.
- (2) Students of different countries and nationalities should respect each other and the customs. No discrimination or humiliation is allowed on the campus.
- (3) Students are forbidden to form cliques or fight with others. The students violating this regulation will be punished severely, even be expelled.
- (4) Students are required to have decent manners, proper dresses and tidy hair style. Students are not allowed to wear messy clothes or slippers to enter the classroom or other public places.
- (5) Students are not encouraged to go to the entertainment places like disco, dance bar or sauna sale. If any accidents take place in these entertainment places, the troublemaker will be handled according to relevant Chinese laws and will also be punished by the college.
- (6) Illegal activities such as stealing will be severely punished by the college. If a student violates relevant Chinese laws, he/she will be transferred to the corresponding judicial departments.
- (7) Students are not allowed to engage themselves in the following activities like illegal driving, part time job or doing business. Those students who violate this regulation will be punished according to the college regulation and transferred to the corresponding governmental departments if necessary.
- (8) Students should take part in the activities organized by the university or by the college. The absence from these activities for no acceptable reason will be regarded as the absence from class.
- (9) Students are not allowed to distribute any kinds of propagandas and advertisements on the campus and spread these materials on the college's website. Students are forbidden to broadcast movie, video, cassette and religious tape publicly by themselves.



(10) Students who conduct the wrong doings like disturbing social orders, driving illegally, wounding others, indulging in alcohol and fighting with others will be punished according to school regulations from warning, severe warning, bad behavior recording to being expelled from college. Those students will be asked to pay for the loss and damage they have caused. Furthermore, they will be under observation. The punishment will be removed if they can make obvious improvement. Those who insist in their wrong doings and show no sign of correction will be expelled from the college and the decision of expelling will be informed to corresponding diplomatic agencies.

## Learning Provisions

### 1. Introduction of School Campus

Wenzhou University (WZU) is a comprehensive and regional institution of higher learning, which can be traced back to Wenzhou Normal College founded by the patriot Huang Suchu in 1933. It presents an atmosphere rich in culture and fine tradition.

WZU is located in the beautiful and prosperous city of Wenzhou, Zhejiang Province, one of the pioneering areas of China's private economy. Its main campus lies in the Wenzhou Higher Education Park with a total area of 148 hectares. With the Luoshan Mountains to its south and Sanyang wetlands to its north, the picturesque location provides an ideal place for both personal enrichment and academic learning. With class and office space of 105 hectares, teaching and research equipment valued at RMB 378 million, a library boasting a collection of over 3.5 million paper and electronic books, 47 databases, and various e-journals in different languages, Wenzhou University provides an ideal environment for study.

The WZU system includes 17 colleges, two of which are independent (Oujiang College and City College), and various research centers. The university enrolls almost 30,000 students which are supported by 1,293 faculty members and 1,059 administrative and supporting staff. The faculty of 164 full professors and 404 associate professors, 304 of which have doctoral degrees and 261 who are postgraduate and doctoral supervisors, is further supplemented by 725 lecturers and assistant instructors.

The high-caliber faculty proudly presents 226 academic and technical leading scholars at provincial and municipal levels. This star-studded faculty includes: 2 winners of the "National Science Fund for Distinguished Young Scholars" award, 3 winners of the "State-sponsored Top 100/1,000/10,000 Talent Project" award, 7 experts who received the "State Council Special Allowance" award, 2 recipients of "MOE's New Century Excellent Talent Project" award, 5 provincial "Elite University Teachers" and 3 members who received the "Chief Expert in 21 Industrial Clusters - Zhejiang Province" award. In addition, 4 of our distinguished faculty received the awards of "Extraordinary Expert", "Hundred Talent Project", "Qianjiang Scholar" and "Sci-Tech Talent with Outstanding Contributions" presented by the province of Zhejiang.

WZU currently offers 6 master's degree programs in broad disciplines, 36 in



specific areas and 50 undergraduate bachelor degree programs covering the 9 disciplines of Literature, Science, Engineering, Law, Education, Economics, History, Management and Art. The university also offers high level programs in Organic Chemistry, Leather Chemicals Engineering, Material Science, Solid State Physics, Disaster Prevention, Protection Engineering and Ecology.

The Arts are supported by high level courses in Literature, Arts Studies, Folk Art and Chinese Language and Characters. The superior teaching and educational programs feature 2 National Task Force Key Specialized Subject and 8 Provincial Experimental Teaching Demonstration Centers. There are 12 Provincially Designated Key Areas of Study supported by 3 National Quality Courses, 32 Provincial Quality Courses and 4 Provincial Teaching Teams.

WZU firmly believes that quality education is the life blood of a successful school. It follows the principle that while teaching should be its central role, new developments in presentation and research be continuously implemented into its programs. The university's philosophy of education is to graduate students with "a strong foundation, wide capabilities and broad employment prospects." While the University's goal is to provide a quality general education, equal importance is placed on the presentation of specialty subject matter which more fully satisfies student needs and expands their potential.

Entrepreneurship and teacher education are among the many prominent features of WZU's educational programs. WZU continuously updates its educational content to maintain the highest level of undergraduate education and is dedicated to keeping abreast of the latest development in the business world. Students are exposed to the most recent innovations in entrepreneurship with the presentation of up-to-date national and local business models. In 2008, WZU scored a grade of Excellent in the "Undergraduate Course Teaching Level Evaluation" by the Ministry of Education. It is designated as the national university charged with developing a model for career-creation education and has now been approved to create the national educational model cultivating entrepreneurial talent. It is also the home of the Zhejiang Provincial Teacher's Educational Foundation.

WZU continues to play a positive role in regional socioeconomic improvement. It adheres to the guiding principle of balanced and systematic development by promoting simultaneous research in basic and applied sciences. It also attaches equal importance to the sustained advancement of research in the Humanities, Arts, Social Sciences and the Natural Sciences. WZU houses 109 scientific research institutes, 26 laboratories and experimental centers, 2 provincial industrial (regional) sci-tech innovation and service platforms, 4 provincial key laboratories, 9 municipal research centers of industrial technology, 1 provincial key research base for philosophy and social sciences, 2 provincial key innovation teams and 3 provincial university innovation teams.

In the last 5 years, WZU has undertaken 173 state level scientific research and 267 provincial and ministerial level programs. These include the 863 Program (National High-tech R&D Program) and the 973 Program (The National Basic Research Program). Since the Tenth Five-Year Plan, WZU has achieved 56 awards at



or above ministerial and provincial levels. These include: first prize in the provincial level “Outstanding Achievements in Philosophical and Social Science” award and second prize in both the state level “Teaching Achievements” and the “Provincial Level Outstanding Achievements in Sci-Tech Advancement” awards.

WZU is actively expanding global engagement and continuously seeking internationalization of its educational endeavors. It has established cooperative relations with colleges, universities and research institutes from many countries and regions including the U.S., U.K., Canada, Italy, Australia, Russia, Japan, Korea, Thailand and Taiwan. Modes of exchange and cooperation include, but are not limited to, visiting scholars and joint educational programs which include student exchange. Wenzhou University has set up a Confucius Institute with the Burapha University of Thailand. It is among the first group of universities, approved by the Overseas Chinese Affairs Office of the State Council, to recruit and provide instruction to foreign students in both Chinese Culture and Language.

WZU carries forward its long-standing tradition of “Nurturing Virtues and Exploring Truth” and now forges ahead with its motto of “Keep learning and seeking truth with robust pioneering spirits” for the future. The principle of “serving local society by placing people first” gives priority to quality in the development of competitive advantage, based on distinctive features and the pursuit of excellence. The university’s goal is to become a well-known teaching and research institution. It strives to serve as a base for the training of application-oriented students in innovation and entrepreneurship, serve as a local center for teacher training in both primary and secondary education, function as a center promoting the development of local high-caliber talent, and become a center of research and development for further advancement of the local culture.

(1) School Office:

Vice Dean in charge of international students’ affairs (George. Chen)  
Room 8313 of Experts Building in South Campus, Wenzhou University  
Tel.88373097

International admission office: 86680971(Room 305)  
Counselor (Miss. Chen: 15067817462/86595097(Room 306)  
E-mail:474633466@qq.com

The teacher in charge of the class (Mr. Huang):86689370  
(Room 307)

(2) Classroom: 7D Building, 6B Building (Specific according to the time table)

(3) Textbook purchase: Room 103 of 7A Building, Ms.Lin

## 2. Enrollment and Regulation

(1) Students should register with the admission letter and the JW202 visa application form. Hold X visa students after school must be to the designated Wenzhou International Travel Healthcare Center for physical examination. Persons suffering from not suitable for studying diseases of students should leave our university.

(2) Students should register on the fixed date and fill in the *International*



Students' Registration Form of Wenzhou University. Students who fail to register on the fixed date without permission and exceed the two weeks' time limit will be deprived of the college entrance qualification.

(3)After the entrance, students should take physical checkup in the assigned agency and on the fixed time at their own cost. Those physically qualified students will be registered and granted her/his status as a student of Wenzhou University. Students who fail the physical checkup will be denied his /her entrance.

(4)Students who have already obtained the student status of Wenzhou University should go through the formalities of registration in the College of International Cooperation on the fixed time before every new semester.

(5)Students will be allowed to register after paying all the listed fees. Those who fail to pay the fees in time should pay 5% overdue fee for their late payment per week. Those who can't register in time should ask for permission in advance, or you will miss 6 classes every day since the registration day. The student who fails to register in the first two weeks of the new academic year will be treated as withdrawing from the registration of Wenzhou University.

(6)All the students should buy insurance through the insurance company and pay the fees.

**3. Management of the Fees**

(1)The tuition fee, accommodation fee, insurance fee and book fee of each academic year should be paid off within the first two weeks after the registration. Surpassing the two weeks' time limit, 5% late fee will be added per week. The student who can not pay the fees in time due to special reason can postpone the payment to the end of the first month after the registration under the permission from the college.

(2)Students who quit school within the first month after registration will have 80% of the fees returned, 50% after the first but within the second month. After two months, no tuition fee will be returned. Students who quit school within 2 months will be returned 50% of the accommodation fee. After 2 months, no accommodation fee will be returned.

(3)For the expelled students, there will be no returned tuition fee.

**4. Type of Scholarship**

- (1)Confucius Institute Scholarship
- (2)The Zhejiang Provincial Government Scholarship for Overseas Students
- (3) Scholarship for International Students by Wenzhou University
- (4) Assessment Methods of Scholarship for International Students

Assessment Indicators	Assessment Indicators (Grade)	Reference points
Attendance	Full attendance	Add 20 points
	Missing≤5classes	Add 10 points
Ability	College level recognition	Add 2 points
	First Prize, Second-class Prize, third-class prize, in College level	Respectively add 4,2,1points



	First Prize, Second -class Prize, third-class prize, in School level	Respectively add 8,6,4points
	First Prize, Second -class Prize, third-class prize, in Municipal level	Respectively add 15,10,8,4points
	First Prize, Second -class Prize, third-class prize, in Provincial level; Encouragement Award	Respectively add 30,20,15,8points
	First Prize, Second -class Prize, third-class prize, in National level; Encouragement Award	Respectively add 60,50,30,15points
Moral Education	A night out	Button 5 points once Button 15 points twice, be warned
	Share Room Regardless of Gender	Button 10 points once Button 30 points twice, disqualified the living of experts building
	Arrears of tuition fees	Button 10 points
HSK	HSK2	Add 2 points
	HSK3	Add 5 points
	HSK4	Add 10 points
	HSK5	Add 15 points
	HSK6	Add 20 points
Demerit	Be warned	Button 5 points
	Be seriously warned	Button 10 points
	Be recorded a demerit	Button 15 points
	Be kept in school but placed under surveillance	Button 20 points

PS: 1. Evaluation of academic achievements accounts for 70%, the column content accounts for 30%.

2. Cancel the Scholarship assessment qualification when Cancel the Scholarship assessment qualification get a demerit in college level.

3. Cancel the Scholarship assessment qualification when the international students arrear the tuition fees.

4. Cancel the Scholarship assessment qualification when the average scores under 70.

5. Cancel the Scholarship assessment qualification when the international students miss more than 10 classes.

6. Assessment of basic is 50.

### 5. Asking for Leave and Class Attendance

(1)All the students should abide by the study disciplines consciously. The student who can not attend the class due to illness or other acceptable reasons should





ask for leave in advance. For sick leave, the student should submit the hospital certificate before they get the approval from the school. For those students come back home later than seven days without any permission shall be punished from warning to serious warning. Being late above 15 minutes, being late for two times, quitting class earlier than 30 minutes or return to the dorm late at night twice will be regarded as one class absence (and the record will be added to the sum for the whole semester). The student who leaves without the permission from the school or surpasses the leave time limit allowed by the college will be also regarded as being absent from class and shall be punished.

(2) The class attendance reflects students' study attitude and it will be considered as a part of the accomplishment evaluation of their study scores. Teachers and the College of International Cooperation will carry out the class attendance check. If students can not go to class, he/she must ask for leave. If students miss more than 50 classes, he/she will be expelled. If students do not attend the classes for 2-4 days or miss 10-20 classes, he/she will be warned; If students do not attend the classes for 5-6 days or miss 21-30 classes, he/she will be seriously warned; If students do not attend the classes for 7-8 days or miss 31-40 classes, he/she will be recorded a demerit; If students do not attend the classes for 9-10 days or miss 31-40 classes, he/she will be kept in school but placed under surveillance. Those who are absent from one subject for more than 1/3 of total study hours will be denied the qualification to attend the final examination and the record will be failed.

(3) Students should respect their teachers, maintain the class order and obey teachers' arrangement consciously.

(4) Students should attend the class on time.

(5) Students should hand in his /her homework on time.

(6) Leave application: Within two classes, ask permission from the teacher in charge of the class. Above two classes and within three days, ask permission from the counselor, and then get signature from the director of the student's affair office. Above three days ask agreement from the counselor and the secretary of our college, then get signature from the Dean of our College. Students leave (including sick leave and leave of absence) accumulated shall not exceed the total number of weeks of each semester, 2/3 more than person, principle for automatic dismissal.

## 6. Examination Regulations

Students must arrive at the exam classroom on time. Students who are late for 30 minutes or above is not allowed participating in the examination. It's not allowed to leave the classroom within 30 minutes after the exam starts. In case of special needs, he or she must get the approval from the supervisors.

Students must take along the campus card or passport to the classroom and put it on the left top corner of their desks for identification check.

Some electronic devices like cell phone, electronic dictionary are prohibited in the exam classroom. Only necessary stationery is allowed, such as ball pens, gel pens, etc.

During the exam, students should not stand up, move around, and talk with each



other after the exam begins, or do something else irrelevant to the exam. Everyone has to keep quiet.

Supervisors of the exam shall monitor the whole exam, and have right to terminate students' exam when they find any cheating or violation.

When the exam ends, students should leave all of the exam paper on the desks. It is not allowed to take the exam paper out of the classroom.

Student who finishes the exam must not talk loudly outside the classroom.

## 7. Regulations of Books

Undergraduate can borrow books in Library of Wenzhou University with students ID and campus card, in reference to management regulations of Wenzhou University library, borrow books for a period of 90 days every time, when it failed to return, you must renew it, renew time of 15 days. Or be required to pay a fine, 0.5rmb per day per book. Lost or damaged books should pay compensation. Otherwise, you will not get the degree.

Language student can get the temporary library card after paying 500rmb. Retrieve the deposit with the deposit receipt after returning the borrowed books and library card.

- (1) Borrow only 10 books per card with temporary library card.
- (2) Borrow books for a period of 90 days every time. Fail to return, must renew it, or pay a fine.
- (3) Take care of the books, not to designate or damage books.
- (4) Pay compensation for lost or damaged books.
- (5) Library cards are for personal using only, and shall not be lent to others.
- (6) If the above provisions changed, following library management regulations.

## 8. The Complete Certificate

After students complete all the provided curricula with qualified performances, they will be conferred with the complete certificate. The final exam should be carried out at the end of each semester. 50% of the final evaluation will be decided by students' daily performance such as attendance (class and activities), classroom performances and the school assignments. The other 50% will be decided by the final examination. Those who miss more than a third of the total number of lectures required for a course are not entitled to take the final examination and will receive a failing grade for that course.

## 9. Leaving the School

Students who leave the college (including those who are transferred to another university, quit school, graduate or complete school) should go through the following formalities:

- (1) Settle all kinds of the accounts;
- (2) Hand in all the certificates and cards used in the college (including the student card);
- (3) Go through all the leaving formalities according to the corresponding



regulations;

- (4) Students should leave school within **one week** after graduation (or finishing the course) or they will lose their student status.

## Hostel Management

### 1. Accommodation provisions

(1) International students who have registered formally should get accommodation with their registration cards under the arrangement of hostel manager according to the arranged room number. Without permission students are not allowed to change their rooms.

(2) Principally, one room is shared by two students. If one of the arranged students can not come, the college has the right to readjust the room occupancy. On the door of each room, there is a small note bag, in which there is a card with students' name on. Each student has a card with two colors, *red side represents you are out; the green one represents you are in the dorm*. When you are out, make sure to show the red outside. When you come back, do remember to turn it into the green side.

(3) Students should take good care of the public properties (as washing machine, microwave oven, closet etc.) and inner room facilities. Without permission, students are not allowed to move the facilities in the public (including the desk and chair in the lobbings), or you will be warned. Students should compensate for the loss, damage, dismantling and refitting of the facilities according to their values. When the inner room facilities are damaged and no one take the direct responsibility, members of this dorm should share the compensation.

(4) Students are forbidden to climb cross the window or take the responsibility for the consequences if any physical injury is caused. Students should lock the door after leave, deposit big sums of cash in the bank, and take special precautions against theft for valuables. Students are not allowed to transfer, rent their beds (room) to someone else. Especially during the time of traveling or leaving for his home country, students are not allowed to lend their rooms to others or engage in activities against Chinese law or university regulations.

(5) Students should attach great importance to the fire safety and electricity and water saving. *Students are not allowed to cook in the dorm*. Using of high-power electrics like electric stove or other unsafe equipments is not allowed in the dorm. Using flame or fire burning is absolutely forbidden. *Smoking is not allowed in the students' dorm* as it may cause fire and affect roommates' life. The equipments for these activities will be confiscated and the users will be fined. Students who cause fire or other accidents due to the activities mentioned above will be severely punished and be asked to pay for the damage they have caused. Students who have caused the accident with casualty or severe property loss will be transferred to the corresponding judicial departments for their criminal responsibility.

(6) Students should form a good healthy habit of keeping the rooms and hallways clean. All the stuff in the room should be kept in order. The floor, window and the students' personal items should be kept clean. Students are required to do clean the



toilet bathroom. No water or trash is allowed to be chucked in the hallway. Drawing or scribbling on the wall is also forbidden. Flushing rooms, hallways or stairs with water is forbidden. Students are not allowed to dump remaining food into the gutter.

(7) Students should abide by the regulations of working and resting set up by the college. Students should register their names if they come back late or leave very early in the morning from the dorm. *Students should keep the dorm quiet and no excess noise is allowed.* Especially blasting their stereo and playing musical instrument with excessive volume are severely forbidden.

(8) Bicycles and motorcycles are not allowed to be parked in the hallway which will cause inconvenience for the goers. *All kinds of gambling are forbidden on the campus.* Drinking or smoking in public places is not allowed either. *Raising of poultry or keeping pet in the dorm is not allowed.* Violators who do not take warnings will get their pets confiscated by College of International Cooperation.

(9) Without permission, male students are not allowed to enter the female students' room and vice versa. *The stay of opposite sex for the night in the dorm is severely forbidden, been found, disqualify the living in the Experts building.*

(10) Students should return to their dorms before 11:00p.m. (Beijing time). Students who fail to return their dormitories in time should inform the student management teacher with cause of delay and the exact returning time. No student is allowed to stay for the night outside the campus during the normal semester.

(11) Visiting Hours: *weekdays 8:00 a.m.-10:00 p.m.; weekends 8:00 a.m.-10:30 p.m.* (excluding time for class). The visitor of the students should register their name at the safety personnel's desk with their personal identity certificates. *Visitors are not allowed to enter students' rooms.* Sofas are supplied in the dorm for meeting friends. The safety personnel are entitled to record the information of visitors and urge visitors to leave on time. Generally no lodging arrangement is made for the spouse or other family members. *Visitors are forbidden to stay in the students' room for the night.*

## **2. How to apply to use the kitchen**

There are three steps for students who want to use the kitchen. Firstly, go to the students' affair office of college (Room 306) to finish the application paper, and then go to the on duty's room on the first floor to ask for the kitchen key with the application paper. After you use it, you have to clean the kitchen. If the kitchen was not clean after using twice, the request for the kitchen will be cancelled.

## **3. How to Use the Baker**

- (1) Put the bread in the baker.
- (2) Six electron dominated buttons (0-6) for different colors of bread.  
1-returning heat; between 2-3-roasting outside the baker  
6-defrosting and roasting
- (3) Press button 2 to start the baker.
- (4) When the bread is roasted to the set level, the baker will cut off the power supply and bread will bounce automatically.
- (5) If you stop baking halfway, please make sure to press the "pause" button (Button 4) and get the bread to bounce.
- (6) If the baker is blocked, please switch off the power supply, pull down the



plug and clean the inner.

#### 4. Instructions of Induction Cooker

Step one: press power On\Off button.

Step two: press any one of the 6 preset buttons with different power level for your specific cooking purposes. The following buttons start from the left of the control panel to right: High power level fry; fry; hotpot; soup; porridge; steaming/soup.

Step three: for choosing any cooking mode above, you have 8 shifts of power level can be adjusted by pressing left direction triangle button or right direction triangle button.

When finishing using the induction cooker, switch it off by pressing the power On/Off Button. And please clean the pot for other dorm mates.

Students should clean cookers, tables, communal pots and keep basin clean after use for next users, and the bin needs to be emptied when it is full.

#### 4. The Operation Instructions of the Automatic Washing Machine

The most weight of the clothes should be under 4.5 kg (equal to the weight of a bucket of water) . If overloaded, the machine will not start.

Procedures:

Step one: put the clothes into the washing machine;

Step two: put in suitable washing powder;

Step three: put 3 coins into the mouth of coin box one by one, close the cover, and the machine will do the whole washing procedures automatically;

Step four: Do not open the cover until it finishes. Make sure the indicator displays “00” before you throw coins again or take out the clothes.

### Other Tips

#### 1. Class Hours (Monday to Friday)

8:10 a.m.--- 9:50 a.m.

10.10 a.m. ---11:50 a.m.

1:30 p.m. ---3:10 p.m.(Summer: 2:00 p.m.---3:40 p.m)

3:30 p.m.—5:10 p.m. (Summer: 4:00 p.m.—5:40 p.m)

#### 2. Statutory Holidays

Spring Festival;

National Day (Oct.1<sup>st</sup>) 7 days off;

New Years' Day (Jan.1<sup>st</sup>), Mid-autumn Festival, Dragon Boat Festival, International Labor Day (May 1<sup>st</sup>) and Tomb Sweeping Day 1 day off.

Saturday and Sunday

#### 3. Dining Hall

Besides the Dining Hall on the first floor of Experts' Building, there are several



dining halls or canteens all providing good meals and services for students. The following are their names and locations:

- A District Hall
- B District Hall
- C District Hall

All the dining halls and canteens are provided with ultra-red sterilized cupboard, ensuring high standard food hygiene. Students can buy food with E-cards. Reporting the loss of the cards, unfreezing the cards' money as well as putting more money into the cards can be handled at E-card Center, 1<sup>st</sup> floor of Exhibition Centre, South Campus.

#### 4. Medical Service

(1) If students are ill, they may get medical treatment at the school clinic which is in District A (near the China Mobile Centre) of South Campus in Wenzhou University. Students can go to the school clinic of North Campus after 4:30 p.m. Students must pay their own medical fees.

(2) Working time

The school clinic in District A of South Campus: 8:10am-4:30pm

The school clinic of North Campus: 24 hours (the whole day)

(3) Costs of injuries or casualties in accidents arising from students' disobeying school disciplines or laws are paid entirely by the responsible parties.

(4) If students who have joined the medical insurance program are hospitalized due to illness, please contact the teachers as soon as possible so that we could consult with the insurance company in time.

(5) According to the Chinese Ministry of education regulations, foreign students who study in China for half a year or above at their own expense must be purchased within mainland China Insurance Company's comprehensive medical insurance. Students should purchase the insurance each year or semester.

#### 5. The Use of 201 Telephone

Each bedroom has been allocated a 201 telephone in order to communicate with others for students. Dial "1111", and you will get the telephone number. The students who use the telephone should comply with the following regulations:

(1) Telephone lines are public property, which should be taken care seriously and not changed privately.

(2) Prohibit dialing "119", "110", "120" and other special telephone services maliciously.

(3) "201" telephone cards can be bought in the Commercial Street of the town and the duty room of some students' apartments.

#### 6. Useful Telephones in College

Vice Dean in charge of international students' affairs (George.Chen)

(Room 8313):86595094

Director of Office of International Students (Miss Wang):



13587972231/86680721 (Room 307)  
Counselor (Miss. Chen: 15067817462/86595097(Room 306)  
The teacher in charge of the class (Miss Zheng):15957770812/86680721  
(Room 308)  
Water Supply (South Campus): 86689044  
Medical Treatment (South Campus):86689080  
Medical Treatment (North Campus):86680613  
Internet center: 86596097

## 7. Other Useful Telephone Numbers

Campus 110: 86689110  
Telephones Inquiring: 114  
Customers' Service Center of Post Office: 11185  
Weather Report: 121  
Time Inquiring: 117  
Fire: 119  
Ambulance: 120  
Customers' Services Hotline of China Unicom: 10010  
Customers' Services Hotline of China Mobile: 10086  
Train Inquiring: 88389999  
Flight Inquiring: 96555 88333197  
South Bus Station: 86766264  
Bus Station in Xincheng: 88911927  
General Bus Station Center: 1606605  
West Bus Station: 88289587  
Complaints Over Tourism: 96118 (88829911)  
Complaints Over Consumption: 12315 (88507350)  
Legal Aids: 12348 (88235967; 88227887)

## 8. Buses and Main Stops (From 6:00 a.m. to 6:30 p.m.)

Bus No. 17 (2 yuan)  
Passenger Transport Centre---Wenzhou University---Higher Education Area---Chashan Town  
Bus No. 38 (2 yuan)  
Jiangxin Shipline---Wenzhou Normal College---Railway Station---Wenzhou Middle School---Wenzhou University (South Campus)---Higher Education Area---Wenzhou University(East Gate)---Wenzhou Vocational and Technical College---Wenzhou University (North Campus)---Wenzhou Medical College  
Bus No. 52 (2 yuan)  
Xincheng Bus Station---Wenzhou Medical College (in town)---Physical Training Center---Wenzhou University (South Campus)---Higher Education Area---Chashan Town  
Bus No. 53 (2 yuan)  
Passenger Transport Centre---Railway Station---Wenzhou University (South



Campus)---Higher Education Area---Chashan Town---Wenzhou University (East Gate)---Wenzhou Vocational and Technical College---Wenzhou University (North Campus)-----Wenzhou Medical College

Bus No. 40 (2 yuan)

Chashan Town---Wenzhou University (South Campus)---Physical Training Centre

Bus No. 83 (2 yuan)

Wenzhou Medical College---Wenzhou University (North Campus)---Wenzhou Vocational and Technical College---Wenzhou University (East Gate)---New Railway Station

## 9. Transaction of Campus Card

To get a campus card, students are required to complete an application form sealed by the General Affairs Office of College of International Cooperation. One passport size photo is needed. You may get your card at the Transaction Center on the first floor of the Exhibition Hall, south Campus. *The deposit for a temporary card is 12 RMB and you can deposit more.* The money in temporary card will be transferred to the Campus Card after hand in the temporary card during three months. The Campus Card is some sort of Student ID Card for borrowing books from the library and having meals in the dining halls.

### Application for Internet Service

There are three steps for students who want to use the Internet service. Firstly, go to student affairs office to get the application form. Secondly, go to the Room 212 of General Building (District C) to pay the fees (35 RMB per month). Third, give the form to the Room 205 of Administration Building (Mr. Qian) and you will get your username and password.

Free WiFi is covered in the lobby on the third floor of Experts building.

### Open an Account

Students can open an account with his/her passport and it's duplicate at banks of Business Center or Chashan Town after submitting a form. Passport is required for currency exchange. There is an ATM machine near the supermarket of South Campus.

## 10. Basic Fees

Application Fee: 400 RMB/person

Tuition: (1) Non-degree students: 6000 RMB/semester

(2) Undergraduate students: 20000 RMB/year

Lodging Expenses: 4000 RMB/semester (double room)(summer holidays and winter holidays are not included)

Utility costs: 40 RMB/month

Insurance Premium (per person):400 RMB/ semester; 800 RMB/year

Physical Exam: 350 RMB/person

Internet fee: 35 RMB/ month/person

Living Goods: 500 RMB/person

Residence permit: 400 RMB/half a year; 800 RMB/ year





Textbook: about 500 RMB/semester

**Note:** *The living goods and internet fee are optional.* The quoted price above is exclusive of the food subsidies. Textbook fee is paid by what students used actually every semester. If the real fee is more than that, students should pay insufficient money, if the real fee is less than that, we will return the surplus money.

### **11. Mailing Address and Telephone Numbers of College of International Cooperation, Wenzhou University**

College of International Cooperation, Room 306 of Experts' Building in South Campus, Wenzhou University, Higher Educational Area, Chashan, Wenzhou, Zhejiang Province, PR.China

Zip Code: 325035; Tel: 0086-577-86680721;

Fax: 0086-577-86680721; E-mail: [gjhz@wzu.edu.cn](mailto:gjhz@wzu.edu.cn); Website: <http://gh.wzu.edu.cn>

