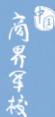




PHBS

北京大学汇丰商学院



STUDENT HANDBOOK

2025-2026

August 2025

PHBS

Contents

1. Degree Requirements	- 1 -
1.1 Master of Economics	- 1 -
1.2 Master of Management	- 3 -
1.3 Master of Finance	- 4 -
2. Academic Information.....	- 7 -
2.1 Registration.....	- 7 -
2.2 Course Enrolment	- 7 -
2.3 Withdrawing from a Course	- 7 -
2.4 Degree Completion Timeline and Deferral	- 8 -
2.5 Grading and Course Attendance	- 8 -
2.6 Missed Tests/Assignments	- 9 -
2.7 Scholarships	- 9 -
2.8 CHSI Information.....	- 10 -
2.9 Other Scholarship Opportunities.....	- 11 -
3. Policies and Regulations.....	- 12 -
3.1 Code of Behavior on Academic Matters	- 12 -
3.2 Examination Discipline Policy	- 12 -
3.3 PHBS Discipline Points System	- 14 -
3.4 Leave of Absences.....	- 16 -
3.5 Student Responsibility	- 17 -
4. Getting Started as a Student	- 18 -
4.1 PKU Portal and Yun Portal	- 18 -
4.2 Student Email	- 18 -
4.3 Bank Card & Campus Card.....	- 18 -
4.4 Paying Tuition	- 19 -
4.5 Visa and Residence Permit.....	- 19 -

4.6 Internship	- 20 -
4.7 Student Insurance	- 21 -
4.8 Graduation Ceremony	- 22 -
5. Dormitory and Housing Policies	- 23 -
5.1 Student Dormitory	- 23 -
5.2 Access and Key Cards.....	- 24 -
5.3 Regulations	- 24 -
5.4 Checking Out	- 24 -
6. Other Useful Information.....	- 26 -
6.1 Student Associations	- 26 -
6.2 Current International Student Associations.....	- 27 -
6.3 Database, Software & Finlab	- 27 -
6.4 PHBS Building & Facilities	- 28 -
6.5 Mental Health	- 30 -

1. Degree Requirements

Peking University HSBC Business School offers 3 full-time master's programs: **Master of Economics, Master of Finance, and Master of Management**. The length of all programs is 2 years. **English** is the official language of instruction and examination.

Our programs are designed to empower international students with a holistic grasp of the Chinese economy, society, and culture. We furnish students with a robust empirical groundwork, fostering the development and application of research and practical skills within a cohesive framework of academic and professional expertise.

1.1 Master of Economics

1.1.1 Degree requirements:

a) Coursework.

Students in Economics major must successfully complete 54 credits, comprising **10 required courses and 8 elective courses¹**. Of the 8 electives, a minimum of 6 must be within the Economics discipline. Students may select up to 2 electives from outside the major.

Major Required	Advanced Microeconomics I	3 Credits
	Advanced Macroeconomics I	3 Credits
	Applied Econometrics	3 Credits
	Advanced Econometrics I	3 Credits
	Introduction to Chinese Economy	3 Credits
	Business Chinese I	3 Credits
	Independent Study of China	3 Credits
	Business Ethics and Research Methodology	3 Credits
	Academic Writing in English	3 Credits

¹ Please note that there are two types of elective courses: major electives and non-major electives. Major elective (EE) courses can be used to fulfill non-major elective (FE, ME, or JE) requirements. However, **non-major elective courses cannot be used to fulfill major elective requirements**. For Economics majors, the graduation requirement includes six (6) major electives and two (2) non-major electives. To satisfy this requirement, you may choose one of the following combinations: 6 major electives + 2 non-major electives, 7 major electives + 1 non-major elective and 8 major electives.

	Business Mathematics	3 Credits
Major Elective	6 courses (course type: EE) ²	18 credits
Non-Major Elective	2 courses (course type: FE, ME, JE)	6 credits

b) Chinese Language Courses Prerequisite.

Students can only take Business Chinese I when a certain level of Chinese language proficiency is met. Please contact the International Office for more details.

Chinese I (Chinese II prerequisite)	2 Credits
Chinese II (Business Chinese I prerequisite)	2 Credits

c) General Required Courses.

Students must also complete the Graduate Thesis Seminar and Outdoor Leadership Training Program (1 credit).

d) Graduation Thesis.

Writing a master's thesis and successfully passing the thesis defense it is required to obtain a master's degree. Only those who complete the above steps a), b), and c) are eligible to apply for thesis defense.

1.1.2 Professors

Xiaoming Cai, Liang Chen, Chia-Shang J. Chu, Dario Alberto Romero Fonseca, Yizhen Gu, Weiwei Hu, Dun Jia, Manshu Khanna, David Lander, Zhimin Li, Jizhou Liu, Chen Lyu, Xiao Ma, Karol Mazur, Young Joon Park, Jiao Shi, Zhiyong Tu, Marshall Urias, Chunyang Wang, Pengfei Wang, Yicheng Wang, and Shinhuei Wang, Fan Wu, Guozhong Zhu.³

² Please refer to class schedule for elective courses' availability. Each module's schedule will be sent a few weeks before the semester starts.

³ You can also visit <https://english.phbs.pku.edu.cn/faculty/faculty/> for the most up-to-date introduction of our professors

1.2 Master of Management

1.2.1 Degree requirements:

a) Coursework.

Students in management major must successfully complete 54 credits, comprising **13 required courses and 5 elective courses**⁴. Of the 5 electives, a minimum of 2 must be within the Management discipline. Students may select up to 3 electives from outside the major.

Major Required	Operations Management	3 Credits
	Managerial Economics	3 Credits
	Empirical Business Analysis	3 Credits
	Organizational Behavior	3 Credits
	Financial Accounting	3 Credits
	Marketing Management	3 Credits
	Strategic Management	3 Credits
	Introduction to Chinese Economy	3 Credits
	Business Chinese I	3 Credits
	Independent Study of China	3 Credits
	Business Ethics and Research Methodology	3 Credits
	Academic Writing in English	3 Credits
	Business Mathematics	3 Credits
Major Elective	2 courses (course type: ME) ⁵	6 credits
Non-Major Elective	3 courses (course type: EE, FE, JE)	9 credits

⁴ Please note that there are two types of elective courses: major electives and non-major electives. Major elective (ME) courses can be used to fulfill non-major elective (EE, FE, or JE) requirements. However, non-major elective courses cannot be used to fulfill major elective requirements. For Management majors, the graduation requirement includes two (2) major electives and three (3) non-major electives. To satisfy this requirement, you may choose one of the following combinations: 2 major electives + 3 non-major electives, 3 major electives + 2 non-major electives, 4 major electives + 1 non-major and 5 major electives.

⁵ Please refer to class schedule for elective courses' availability

b) Chinese Language Courses Prerequisite.

Students can only take Business Chinese I when a certain level of Chinese language proficiency is met. Please contact the International Office for more details.

Chinese I (Chinese II prerequisite)	2 Credits
Chinese II (Business Chinese I prerequisite)	2 Credits

c) General Required Courses.

Students must also complete the Graduate Thesis Seminar and Outdoor Leadership Training Program (1 credit).

d) Graduation Thesis.

Writing a master's thesis and successfully passing thesis defense it is required to obtain a master's degree. Only those who complete the above steps a), b), and c) are eligible to apply for thesis defense.

1.2.2 Professors

Ehsan Bolandifar, Tianyu Dai, Yan Feng, Stephan Gerschewski, Yingjie Lan, Hyungsoo Lim, Chaoran Liu, Jooyoung Park, Ting Ren, Li-Kuo Sung, Chuang Tang, Yinuo Tang, Wei Wei, James Yen, Xiaohua Zeng, Kun Zhang, Yue Zhao, Deming Zhou, and Hong Zhu.

1.3 Master of Finance**1.3.1 Degree requirements:****a) Coursework.**

Students in Finance major must successfully complete 54 credits, comprising **13 required courses and 5 elective courses⁶**. Of the 5 electives, a minimum of 3 must be within the Finance discipline. Students may select up to 2 electives from outside the major.

Major Required	Microeconomics	3 Credits
	Macroeconomics	3 Credits

⁶ Please note that there are two types of elective courses: major electives and non-major electives. Major elective (FE) courses can be used to fulfill non-major elective (ME, JE or EE) requirements. However, non-major elective courses cannot be used to fulfill major elective requirements. For Finance majors, the graduation requirement includes three (3) major electives and two (2) non-major electives. To satisfy this requirement, you may choose one of the following combinations: 3 major electives + 2 non-major electives, 4 major electives + 1 non-major and 5 major electives.

1. Degree Requirements

	Applied Econometrics	3 Credits
	Financial Accounting	3 Credits
	Financial Markets	3 Credits
	Investments	3 Credits
	Corporate Finance	3 Credits
	Introduction to Chinese Economy	3 Credits
	Business Chinese I	3 Credits
	Independent Study of China	3 Credits
	Business Ethics and Research Methodology	3 Credits
	Academic Writing in English	3 Credits
	Business Mathematics	3 Credits
Major Elective	3 courses (course type: FE) ⁷	9 credits
Non-Major Elective	2 courses (course type: EE, ME, JE)	6 credits

b) Chinese Language Courses Prerequisite.

Students can only take Business Chinese I when a certain level of Chinese language proficiency is met. Please contact the International Office for more details.

Chinese I (Chinese II prerequisite)	2 Credits
Chinese II (Business Chinese I prerequisite)	2 Credits

c) General Required Courses.

Students must also complete the Graduate Thesis Seminar and Outdoor Leadership Training Program (1 credit).

d) Graduation Thesis.

Writing a master's thesis and successfully passing thesis defense it is required to obtain a master's degree. Only those who complete the above steps a), b), and c) are eligible to apply for thesis defense.

⁷ Please refer to class schedule for elective courses' availability

1.3.2 Professors

Wei Cen, Jian Feng, Lan Ju, Di Li, Kai Li, Shushu Liao, Baixiao Liu, Nan Liu, Fangyuan Ma, Linlin Ma, Seungjoon Oh, Liangyi Ouyang, Xianhua Peng, Yuan Shi, Yu Sun, Domenico Tarzia, Naqiong Tong, Xiaoyu Wang, Jin Xie, Wei Xu, Yiming Xu, Aoxiang Yang, Yifei Zhang, Jake Zhao, Lingxiao Zhao, Haiyang Zheng, and Jiaqi Zheng.



2. Academic Information

2.1 Registration

Registration on time is mandatory for all students. Prior to the commencement of a new semester, the International Office will send registration emails to all students a few days in advance. **Students, including deferred students, are required to register in person each semester at Building H** (near the main entrance of PKU), and are advised to carry their official student identification (the red student book) for the process. All payments, including dormitory fees, must be paid before registration.⁸ Students will not be able to register if they have not paid their tuition fees.

In the event that unforeseen circumstances prevent you from registering on time, students must complete the **Leave of Absence Form** and forward it to the International Office no later than 3 days in advance. The form needs to be signed by your thesis advisor (if you have one) and approved by the International Office. **The duration of the approved leave cannot surpass 2 weeks, and you are required to perform in-person registration at the International Office upon your return.** Failing to meet this requirement may lead to expulsion from the program.

Note: Should a student fail 3 or more required/major elective courses during the previous semester or have failed a required/major elective course twice, the student will not be allowed to register and subsequent dismissal from the university will follow.

2.2 Course Enrolment

Please visit <http://yun.phbs.pku.edu.cn/> to start your course selection. Your username and password will be provided by the International Office during the orientation week. If you lose your password, please contact the IT office (its@phbs.pku.edu.cn) to have it reset.

The International Office usually sends course selection notifications to your **PKU email** one week prior to the system's activation. Please follow the instructions outlined in the email and proceed with course selection as directed. The system will close after a certain period (Subject to change. Please refer to the email), and you CANNOT choose classes after that. Also, please pay special attention to priority periods for different groups.

2.3 Withdrawing from a Course

If you wish to withdraw from a course, you have the option to do so within **the first week** through the course selection system. After the system's closure, up until the conclusion of the second

⁸ A valid student visa (X1) or resident permit is required when register.

week, you can request course withdrawal with the instructor's permission. You need to write an email to the instructor to express your intention for course withdrawal, and subsequently, forward the instructor's approval to the International Office. **Withdrawing from courses afterward is not permitted.**

2.4 Degree Completion Timeline and Deferral

Students are required to complete all course credits and other requirements before they can apply for thesis defense. These requirements must be met before the semester that they wish to defend their thesis. For example, if a student wishes to graduate in 2 years (or 4 semesters), he or she must complete all credits by the end of the first semester of their 2nd year (or the 3rd semester). If the requirements are not met, students must apply for deferral. **Students are not allowed to take courses in the semester they will be graduating.** For example, if a student wishes to graduate in July 2027, he or she must complete all required credits before January 2027. Students who do not meet graduation requirements and fail to apply for a deferral will result in an uncommon completion of the program, receiving either a completion certificate without a degree or a discontinued certificate (this type of certificate will never be eligible for a degree in the future).

The program allows a maximum duration of 5 years for students to complete all requirements. If you are not ready to graduate and wish to extend your study period, please follow the instructions sent by the International Office regarding deferral each semester. The deferral application must indicate the proper reason for deferral and be approved by both the student's thesis advisor and the International Office. Upon approval, the application form will be forwarded to Peking University main campus, which retains the ultimate authority in adjudicating the application's outcome.

2.5 Grading and Course Attendance

Passing grades awarded for courses are A+ (4.0), A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0). F (0.0) is a failing grade.

Students should attend all classes. If students are absent for more than 30% of the course load, they will not be allowed to take the final examination for that course. Then the course will be marked as F (Fail), and no credits are given.

If the cumulative unapproved absence exceeds 10 hours per module, students will face the below warnings:

- (a) 10-19 hours: warning;
- (b) 20-29 hours: severe warning;
- (c) 30-39 hours: warning with the official record

(d) 40 or more hours: disciplinary probation.

These disciplinary measures will be taken into consideration for scholarship evaluation.

2.6 Missed Tests/Assignments

Students who miss a test or assignment or require an extension due to circumstances beyond their control (e.g., illness or an accident) can request special consideration. Students must contact the International Office immediately and then submit a **Leave of Absence Form** form to the Director of the International Office. Original supporting documentation (e.g., a medical certificate, accident report, etc.) must accompany the form. The application form must be approved by the student's thesis advisor and the International Office. Peking University Shenzhen Graduate School has the final decision on this matter. Once approved, students need to retake the examination when the course is open next time. The course will be marked as "I" (Incomplete) until students complete it.

Requests for special consideration related to personal circumstances will only be granted in exceptional circumstances and are strongly discouraged.

Students who are not granted special consideration related to personal circumstances must either complete the test on the scheduled date or receive a failing grade.

Note: In the event of failing a course and encountering a change in the instructor for the subsequent semester, the student must retake the course instead of making up the exam.

2.7 Scholarships

PHBS offers scholarships to excellent students at admission. At the end of the first year, these scholarships will be re-evaluated. Scholarship re-application notice is usually sent out in late May or early June, and students need to submit required documents to the International Office before the deadline in order to be considered. The scholarship for the current school year will NOT be automatically extended. All students must apply to get a scholarship or financial aid for the next school year. Those who don't submit a scholarship re-evaluation application are considered to have voluntarily given up the scholarship for the year and will not receive a scholarship in their second year. The Scholarship Committee will take a holistic approach to evaluating each application carefully based on the documents provided and notify the final results in June or July.

International students must remain in good academic standing and demonstrate satisfactory academic progress toward their respective degrees to be eligible for any form of financial aid including scholarship. Students with a GPA lower than 3.0 should not be considered for any type of scholarship.

Scholarship upgrade: Each year, a small number of students who didn't receive full scholarships in their first year are eligible for a scholarship upgrade. Students must follow the instructions

provided by the International Office by email and submit the application form along with all supporting documents to be considered. The scholarship committee will evaluate all applications based on students' GPA, participation in school activities, contribution to the PHBS community, disciplinary records, and other criteria deemed necessary by the committee.

Scholarship downgrade: Students who failed a course, have more than ten (10) discipline point deductions, or didn't follow school rules and regulations will receive either a scholarship downgrade or no scholarship. Students who are downgraded are not eligible for an upgrade. Students who do not meet general expectations of academic standing may also receive a scholarship downgrade.

2.8 CHSI Information

CHSI (China Higher Education Student Information Network), officially known as “Xuexinwang 学信网,” is a national-level platform for managing higher education student information in China. It serves as the core data center for services such as college admissions, student registration, academic records, graduate employment, and degree verification.

Website: <https://www.chsi.com.cn/>

Some Key Functions of CHSI are:

1. **Academic Record and Degree Verification:** CHSI provides verification services for academic registration and degree information for all higher education students in China, including those in regular undergraduate and postgraduate programs, adult education, and self-study programs. After completing real-name registration and identity binding, students can access their academic and degree records (e.g., enrollment status, graduation institution, major, etc.) for free, for life.
2. **Online Verification and Certification:** CHSI enables the generation of electronic verification reports, such as the Online Verification Report of Student Record and the Electronic Registration Record Form of Higher Education Qualification Certificate. These reports support online authenticity verification and are commonly used for job applications, further education, and professional title evaluations.

CHSI is the **only** platform officially designated by the Ministry of Education for academic qualification verification. International students who graduate from universities in China have their academic degree information entered into the Ministry of Education's national higher education database by their respective institutions. This information can be directly accessed and verified through the CHSI website.

If your CHSI account was previously registered with the assistance of the International Office, please contact Joyce (jguo@phbs.pku.edu.cn) to obtain your login credentials before proceeding. Please note that if you accidentally create a new CHSI account in the future, it will overwrite

your existing account, potentially causing complications due to the system's complex structure. If this happens, please reach out to Joyce to retrieve your original registration details.

Additionally, if the name or passport number you enter does not match the records in our system, you will not be able to complete the verification process. Your student status on CHSI, including the graduation date, is only updated twice: once at admission and once upon graduation. If you need official proof of your graduation date for any purpose, you should obtain an enrollment certificate from the self-service machine in Building H, which includes the exact graduation date.

2.9 Other Scholarship Opportunities

Wen Hai Scholarship

To acknowledge the commendable endeavors of exceptional PHBS students, our founding dean, Wen Hai, is conferring the Wen Hai Scholarship to students who have rendered noteworthy contributions to the PHBS Community. The awardee is expected to exhibit outstanding academic performance and a steadfast adherence to the school's regulations and policies. Most importantly, they should have demonstrated remarkable commitment in serving the PHBS community, engaging in school activities, or contributing significantly to their student cohort throughout the academic year.

PKU International Students Academic Award

Peking University has been presenting the PKU International Students Academic Award since 1999 to recognize international students at PKU who exhibit exceptional qualities not only in their academic pursuits but also in their character. This award is granted based on outstanding academic performance and is fiercely competitive.

Shenzhen Universiade International Scholarship

Shenzhen Universiade International Scholarship Foundation (hereinafter referred to as “SUISF”) is a dedicated foundation established by Shenzhen Municipal People’s Government with specially raised funds to support the international students with a view to carrying forward the spirit of the Universiade Shenzhen 2011 and promoting cultural and educational exchanges among international young people. Each year, they offer a wide range of scholarships to international students. International Office will forward the announcement to all eligible students once the application is open. Check their website for more information <https://suisf.org.cn>.

3. Policies and Regulations

Graduate studies at Peking University HSBC Business School exist in the context of many overall Peking University policies and regulations, including:

- Peking University
- Peking University Shenzhen Graduate School
- Peking University HSBC Business School

Students should become familiar with Peking University policies and regulations.

The following sections contain a selection of specific policies from all three areas listed above. However, the information is not comprehensive and does not include all regulations. Student should refer to the complete version for more information.

3.1 Code of Behavior on Academic Matters

PHBS has a zero-tolerance policy for plagiarism and other academic offenses. Students are required to make themselves familiar with the Code of Behavior on Academic Matters.⁹

An excerpt from the Code of Behavior on Academic Matters(北京大学研究生学籍管理办法) (2020):

34) Students will be expelled from the school if:

- 1) Engage in any form of cheating, academic dishonesty or misconduct, fraud, or misrepresentation not herein otherwise described, in order to obtain academic credit or other academic advantage of any kind.
- 2) Represent as one's own idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism.

3.2 Examination Discipline Policy

PHBS upholds strict standards regarding examination conduct. Any form of cheating or academic dishonesty during examinations is taken very seriously and will result in disciplinary action, the severity of which will depend on the nature and seriousness of the violation.

⁹ You may visit <https://grs.pku.edu.cn/pygz/xjgl/zxsxjgl/zdzc233/345166.htm> for more details.

All students are required to read the following examination regulations carefully and are expected to comply with them fully and without exception.

3.2.1 Regulations on the Graduate Students' Student Status at Peking University (Selected)

35. Specific disciplinary provisions for dealing with situations where graduate students violate the school discipline and regulations are as follows:

[2] A graduate student who violates discipline or cheats in any course study or various assessments including exams and inspections, will receive F for the course concerned and may be given the following punishments depending on the severity of the situation:

1) Warning or severe warning for the case of peeping, exchanging confidential whispers, giving secret signals or making secret gestures: leaving the exam room during an exam without permission; carrying exam-related paper such as test paper, answer sheet or draft paper out of the exam room without permission; and other violations of exam rules;

2) Demerit or above for the case of using a device with functions of message sending, receiving and storing, such as a cell phone or a non-permitted calculator in an exam. or is found to have such devices on the desk or seat or someplace nearby in an exam; cheating in an exam through smuggled notes, peeping, plagiarizing or exchanging with others exam-related information; or other severe dishonesty in examinations;

3) Demerit or above for the case of plagiarism or dishonesty in regular assignments or final papers.

[3] A graduate student who has committed academic misconduct during other training progress or academic research and related activities will be given a warning or above according to the severity of the violation. Those with severe cases will be dealt with under Article 34.

[4] A graduate student who obtains grades for one's own or others through improper means will be given a warning or above according to the severity of the violation. The related course grade will be recorded as "F"

[5] Refer to The Instructions for Degree-conferring at Peking University for the degree conferring of a graduate student under disciplinary action.

3.2.2 Peking University Examination Rules

1. Students must enter the examination room 5 minutes before the scheduled exam time, comply with the arrangement of the invigilators, and sit in alternate seats. The student ID must be placed on the desk for verification. Students without a student ID will not be allowed to take the exam. Students who are more than 15 minutes late or fail to attend the exam without valid reason will be treated as absent. After 30 minutes from the start of the exam, students are not allowed to leave the room or submit their papers.

2. During a closed-book exam, students are not allowed to bring any books, newspapers, scratch paper, or electronic devices with storage, programming, or querying functions, except for necessary stationery and items specified by the instructor.
3. Students must turn off their mobile phones and other communication devices upon entering the exam room, and place them at the front of the room or in the location designated by the invigilators. Communication devices are not allowed at the students' seats.
4. Students must use a blue or black ballpoint pen or fountain pen to write their answers, and the handwriting must be neat and legible. Answers written on scratch paper will not be accepted.
5. If students have any doubts about the exam questions, they are not allowed to ask the invigilators. If there are issues such as incorrect distribution of questions or unclear handwriting, they may raise their hand to inquire.
6. Students must remain silent in the exam room. After submitting the exam papers, students are not allowed to linger near the exam room or engage in loud discussions.
7. Students must strictly adhere to the exam regulations. Look around, whispering, cheating, bringing in unauthorized materials, copying, or intentionally allowing others to copy answers are strictly prohibited. Passing answers or exchanging exam papers is also forbidden. Students who engage in cheating or violate other exam regulations will be dealt with in accordance with the "Peking University Graduate Student Academic Management Regulations" and the "Peking University Student Disciplinary Regulations."
8. After the invigilator announces the end of the exam, students must immediately stop writing and place the exam questions and answer sheets on the desk. They should remain seated until the invigilator has collected the papers and verified their correctness before leaving the exam room. Exam papers, answer sheets, and scratch paper must not be taken out of the exam room.

3.3 PHBS Discipline Points System

New students will start with 100 discipline points. The discipline point is closely related to the scholarship evaluation. Students will not be eligible for the scholarship when a certain amount of points (more than 10 points) are deducted. Those with 0 discipline points will be referred to the Deans Meeting and may face expulsion. The Deans Meeting consists of the Dean, the Vice Dean, Office Director from the International Office, and a faculty member, and the decision made by the Committee is final.

The Discipline Points are deducted in the following circumstances:

3.3.1 School Activity Related Deductions

- (a) Leaving without an approved Leave of Absence Application form: 4 points per school day.

- (b) Failure to attending activities without an approved Leave of Absence Application form: 4 points per activity.
- (c) Arriving late or leaving early: 2 points per activity.
- (d) Being improperly dressed or not complying with the rules of the activity: 1 point per activity.
- (e) Having someone else sign your leave of absence form on your behalf: 10-20 points
- (f) Having someone else sign up or signing up for someone else for classes/activities: 10-20 points.

3.3.2 Academic Related Deductions

- (a) Being absent from a course without approval: 4 points per class.
- (b) Arriving late or leaving early from class: 2 points per class.
- (b) Failing to submit the required seminar report by the deadline: 4 points per report.
- (c) Cheating in exams: 50-100 points per exam and will lose your degree.
- (d) Forging documents or certificates: 50 points per accused case.
- (e) Plagiarizing in assignments: 10-50 points per accused case and the score "0" for the assignment.
- (f) Assisting other students to cheat in exams, attendances, or assignments: 20 points.
- (g) Plagiarizing in their graduation thesis, 100 points will be deducted, and students will be dismissed from the school.

Note: Students who commit the item from (c) to (g) will be reported to the Disciplinary Committee as well.

3.3.3 Career Development Related Deductions

- (a) Falsifying resumes or documents: 50 points.
- (b) Doing internships in their first academic year: 4 points per school day.
- (c) Starting internships in other cities at the end of the first year without approval: 20 points per school day.
- (d) Purposely violating regulations of career development: 2-10 points.

3.3.4 Student Conduct Deductions

- (a) Damaging public/private properties: 10-20 points.

- (b) Disobeying regulations in Outdoor Leadership Training program: 10-20 points.
- (c) Disobeying dormitory management regulations: 10-20 points.
- (d) Conducting provocative and disturbing behavior or fights: 10-50 points.
- (e) Organizing or participating in gambling: 10-50 points.

Some penalties come with a certain level of point deduction:

- (a) Students with 5 or more points deducted in the current academic year will not be qualified for any school awards.
- (b) Students with 10 or more points deducted will face a scholarship downgrade in the current academic year. Deducted for 20 or more disciplinary points will result in ineligibility of receiving any scholarship in the next academic year, applying for TA, or any position in any student's association.
- (c) Students with 20 or more points deducted are not allowed to do any internship.
- (d) If a student is deducted 50 or more disciplinary points in an academic year, a hearing will be conducted by the Disciplinary Committee.
- (e) Students who reach 0 of disciplinary points will be expelled from the program.

3.4 Leave of Absences

Enrolled students are expected to remain in school at all times. If students need to leave campus, whether they are doing an internship, for personal reasons, or due to medical reasons, they must complete the Leave of Absence Form and submit it to the International Office. Students can apply for a leave of absence for a maximum of 4 weeks in one semester. If students need to leave campus for more than 4 weeks, they must apply to take the current semester off. All PHBS students must strictly follow the regulations on leave of absence in the *Graduate Student's Handbook of Peking University*.

If a request for a leave of absence is for medical reasons, original supporting documentation (e.g., a medical certificate, accident report, etc.) must accompany the application form.

If the length of the absences is:

- (a) **Less than a week:** the application needs to be approved by the student's advisor, course instructor, and the International Office;
- (b) **Between one week to four weeks:** the application must be approved by the student's advisor, course instructor, the International Office, and the vice dean of PHBS;
- (c) **More than four weeks:** students must take the current semester off.

Students returning from a leave of absence need to visit the International Office and let the staff know about their return. Failure to do so will be considered absent from school, and specific disciplinary points will be deducted.

Below is a list of unapproved absences:

- (a) Absent from class or research activities without prior application.
- (b) Leaving school (including going abroad without going through the appropriate procedures) without approval.
- (c) No show up during registration without prior approved application.

3.5 Student Responsibility

While academic advisors, faculty, and staff are available to assist and advise, it is ultimately the student's responsibility to keep personal and academic information up to date at all times and to follow the regulations, requirements, and deadlines.

If questions arise about requirements, policies, and procedures, students are responsible for seeking answers to these questions from staff and advisors.

4. Getting Started as a Student

4.1 PKU Portal and Yun Portal

Upon your enrollment, you will be allocated a unique student ID number, which you will receive during the orientation week. It is essential to promptly activate your student ID number by visiting <https://portal.pku.edu.cn/portal2017/#!/index> upon your arrival. The PKU Portal grants you access to various services, including email, library resources, changing student status, generating a student registration card, and numerous other essential functionalities.

Students must set up their ID for the portal and create a password before using the above services. The portal will not work until it is activated and a password is created. Instructions will be sent by the International Office. Usually, the user ID is your student ID, the default password is your birth date (YYYYMMDD).

PHBS operates its own dedicated portal in parallel called Yun portal, within which students can engage in activities such as course selection, attendance checks, and more. Access by: <https://login.phbs.pku.edu.cn/login>. Your username and default password are the same as the ones for the PKU portal.

In case you misplace your password, please ensure to present your student ID card and proceed to the PHBS IT Office (Room 112, PHBS Building) to have your password reset.

4.2 Student Email

Under the university policy, students are required to uphold an email account provided by the university (e.g., id@stu.pku.edu.cn) and check emails regularly. While this account can be forwarded to a personal email address, it remains the designated university account through which official communications will be transmitted.

The International Office and other university offices will send important notifications by email. It is the students' responsibility to ensure that their stu.pku.edu.cn email address, mailing/permanent address, and phone numbers are up to date at all times.

Students will receive a how-to guide on activating and configuring their student email accounts a few weeks prior to their arrival.

4.3 Bank Card & Campus Card

All students from PKUSZ need to apply for a PingAn bank card, which also serves as the campus card. This card operates in two distinct capacities:

found from *PHBS website-Students-Student Resources*. A properly filled out registration form should resemble the following example:

Another important document for a residence permit application is the ③**Health Check Report**. Students need to complete the health check at Shenzhen Kouan Hospital (口岸医院) in Futian District.



Residence permit application requires a specific type of ②**ID photo**, which must come with a photo receipt (回执). The receipt should look like this with a bar code:

Once the student has completed all other procedures, they can visit the International Office and obtain the ④**stamped Visa application form**, and ⑤**Letter of Guarantee**.

X2 visa is issued to students who plan to study in China for a period of less than 180 days. Students holding X2 visas do not need and are not eligible to apply for a residence permit. It is the student's responsibility to ensure that the validity of their X2 visa covers the entire study period at PHBS. Normally, an X2 visa only allows a **single entry** into mainland China. However, it may be possible to apply for additional entry after arriving in Shenzhen. Please note that such a request is subject to approval by the Shenzhen Public Security Bureau, and decisions are made at their discretion. Students may contact the International Office for guidance or refer to the guidelines on *PHBS website-Students-Student Resources*.

4.6 Internship

Students with a residence permit can apply for an internship note, which allows them to legally conduct internship training in mainland China. However, there are a few things to keep in mind:

1. PHBS students are prohibited from engaging in internships in their first year of study. Engaging in internships without prior authorization from the school or without obtaining a valid internship visa will lead to deportation by the Shenzhen Public Security Bureau.
2. Students are eligible to undertake internships during the summer break subsequent to their first year of study. To initiate this process, students are required to inform the International Office, acquire permission, and provide the office with their internship contract. The office will instruct the students regarding the internship note application.
3. Companies are responsible for providing the remaining documentation, including the **contract**, **letter of guarantee**, copy of the company's **business license**, and any documents required by the Public Security Bureau. Students are responsible for updating their addresses and other information on time.

Please note students with an X2 visa are not eligible to apply for an internship visa.

4.7 Student Insurance

International students in China are required by law to enroll in a local insurance plan. In accordance with the Ministry of Education's stipulations, students are obligated to enroll in the PingAn Insurance plan. This insurance coverage encompasses accidental injuries, hospitalization (for stays exceeding one night), and death. The cost amounts to 400 RMB per semester or 800 RMB per year. It is imperative for students to procure this insurance prior to their arrival in China. For further details, please refer to the website: <https://www.lxbx.net/> Scan the QR code below to check the policy manual:

insurance policy manual



就医与理赔指南

FAQ

Q: What should I do if I have an accident and need to go to the hospital?

A: Prior to your visit, kindly contact the insurance company at the provided number (**400-810-5119**) to apprise them of the accident. This proactive step will facilitate smoother processing of insurance claims at a later stage. When seeking medical attention at the hospital, ensure you carry your passport with you and retain the medical record and receipt for documentation purposes.

Q: How do I claim?

A: ①Begin your claim by downloading the Insurance Claim form from the official website. Complete the form and submit it to the International Office. The International Office will proceed to apply the school stamp and endorse the form. ②Once you've undergone all required treatment and accumulated the essential documents (including the Claim form, passport information page and visa copy, medical record, laboratory test report, invoice, etc.), send the electronic version of your documents to lp@lxbx.net for preliminary review. ③If your documents are approved, proceed to send them to the subsequent address:

收件人：来华项目组

电话：400 810 5119

地址：北京市西城区金融街 27 号投资广场 A 座 19 层（邮编 100000）

You can expect to receive your reimbursement within a week; however, if your medical expenses are substantial, the process might take up to a month. (Note: The insurance plan may not fully cover your treatment costs. For more information about insurance coverage, you can refer to the official WeChat account “来华留学生保险”.

You may also find details about insurance claims by visiting the following webpage:
<https://mp.weixin.qq.com/s/UR30ePyx-5wZLR7jhbMCnw>

Q: Can I apply for advanced payment if I need to receive inpatient treatment?

A: Yes, you should send an application form, a picture of your passport information page, and other related materials to rycy@lhgj.net. You should consult the insurance company 1-2 days before you are discharged by the hospital by calling 4008105119. The company will inform you of details about discharge procedures.

For more information about inpatient treatment and advanced payment, please check
https://mp.weixin.qq.com/s/6F9vDxDf_suNUdJuPVpoTQ

More Q&A can be found from their official WeChat account articles “来华留学生保险”:
https://mp.weixin.qq.com/s/fBaBOHijUOhn87_UA2-N6g

4.8 Graduation Ceremony

Each year, PHBS hosts its unique graduation ceremony. Our graduates are dressed in caps and gowns, ready to celebrate their achievements and embark on new adventures. School leaders, faculty members, alumni representatives, and guests gathered to share in this special moment and honor the graduates' hard work and dedication.



While we are excited to honor our graduates in a memorable ceremony, we regret to inform you that, due to limited space and security concerns, **parents and other family members will not be able to enter the commencement venue**. We understand that this may be disappointing, and we want to assure you that this decision was made after careful consideration of all possible options to ensure the safety and comfort of all attendees.

5. Dormitory and Housing Policies

5.1 Student Dormitory

All new international students will be accommodated in PKUSZ Dormitory Building 6A. If a student decides to live off-campus, they must inform the International Office in advance. The dormitory rooms are approximately 18 square meters in size and feature a private bathroom along with a small balcony. Each room is equipped with essential amenities including air conditioning, a bed (1.2*2 meters), a thin mattress, a chair, a study desk, a wardrobe, and a bedside table, complete with curtains. Notably, there are no kitchen or cooking facilities within the building. For added convenience, facilities such as washing machines, dryers, a gym, KTV, a multi-functional room, and a piano are accessible on B1 of Building 6A. More information can be found from our website-Students-Accommodation.



(Note: While basic bedding items are available at the campus shop, they are in limited supply. We strongly advise you to consider purchasing bedding, mattresses, and other essential dorm items online or from IKEA.)

During the summertime, the International Office will send out invoices for the dormitory payment. The rent is **1320 RMB per month**, with students typically required to pay for a one-year period (12 months). Students must complete the payments by the due date specified in the invoice. The email will also include the available payment methods. Please note that water and electricity charges are not included and should be paid separately through the e-campus card system.

Living off-campus is an option, but the school does not provide off-campus housing. Students must arrange their own accommodation and complete police registration promptly after moving. For detailed guidelines, please contact the International Office.

First-year international students have priority to live in the dormitory. Deferred students will not be considered for the dormitory unless there are enough rooms.

5.2 Access and Key Cards

Building 6A uses a face recognition system for entry. The school typically uses the photo provided in the application system for access. If it does not work, please visit the Campus Service Center to update your photo.

Your campus card also serves as the key card for your dorm room. Residents are strictly prohibited from sharing or loaning their cards to any individual under any circumstances. Unauthorized duplication of the cards is forbidden. In cases of lost cards, replacements can be acquired from PingAn Bank at University Town.

5.3 Regulations

Rooms must be maintained in good sanitary condition and free of any noxious odors. If fixed assets are found damaged, students will be subject to a fee.

Students must not make any disturbing noise or create any other nuisance that interferes with the peaceful enjoyment of others, especially during late hours (after 10:00 p.m.) or examination periods. Please respect your neighbors and help maintain a peaceful living environment for all.

Subletting or renting rooms to individuals who are not assigned residents is strictly prohibited at all times. This policy ensures the safety, security, and accountability of our housing facilities for all residents.

Students cannot apply for a room change except in cases of medical reasons or severe damage to their current room. To request a room change, students must visit the Campus Service Center and submit the required documentation.

The Agreement for International Student Apartments of PKUSZ can be check from:

<https://cso.pkusz.edu.cn//UserFiles/attachment/orig/1692170903627.pdf>

5.4 Checking Out

Students must follow the timeline provided by the school for the checking-out procedure. Regulations are as follows:

1. Dormitory Clearance

- 1.1 Remove all personal belongings and dispose of any perishable items from the fridge, if applicable.
- 1.2 Clean the room thoroughly, including dusting surfaces, vacuuming, and disposing of any trash.
- 1.3 Restore all provided furniture to their original positions. Any damages or losses will incur compensation charges.
- 1.4 Ensure windows are closed, lights are turned off, and the room is securely locked.

2. Dorm Entry Access Termination

Kindly bring your campus card to the Campus Service Center to terminate door access. Also, return the AC remote.

***Note: You can keep your Campus Card/PingAn bank card, and it will still function as a regular Chinese bank card.

3. Water and Electricity Fee Refund

The remaining balances on your hot water card cannot be refunded. Please recharge cautiously, preferably in smaller amounts. For electricity and cold water charge refunds, first obtain a certificate of accommodation from the Campus Service Center. Then, bring the certificate, together with your passport and campus card to the reception desks 19 or 20 in the PingAn Bank hall to request refunds.

6. Other Useful Information

6.1 Student Associations

Student associations have the option to register either with Peking University Shenzhen Graduate School or exclusively with PHBS. Associations registered with Peking University Shenzhen Graduate School have the capacity to admit members from the entire Shenzhen campus, whereas those registered solely with PHBS are limited to accepting members exclusively from within PHBS.

PHBS offers funding to support activities of student associations registered with PHBS. The formal application form must be submitted to the International Office before the event and approved by the Office Director.

While planning activities, the president of each student association is required to submit a proposal to the International Office before the event. This proposal should encompass essential details such as the event name, anticipated number of participants, date and time, venue, potential sponsor information (if applicable), and a description of how the event will enrich the university community. It's important to note that only events that have received approval can be organized. To ensure proper coordination, kindly ensure that event specifics are discussed in detail with the International Office.

Student associations are responsible for upholding order in seminars or public lectures that they organize. If the contents of the seminars or lectures do not align with the information detailed in the event proposal, student associations and their leaders are held accountable. For excursions and extensive social activities, student associations are required to seek approval from the International Office before proceeding. Additionally, they must acquire group insurance and ensure that every participant signs the Security Disclaimer form available at the International Office.

When student associations intend to display notices, announcements, or posters on campus, it's imperative to secure approval from the International Office beforehand. The leader of the respective student association assumes direct responsibility for the content posted across campus pertaining to the association's events. Any costs arising from these activities are the direct responsibility of the student association.

For matters not explicitly addressed in this regulation, resolutions will be reached by referring to the pertinent guidelines outlined in the *Student Handbook of Peking University*.

6.2 Current International Student Associations

International Student Union (ISU)

ISU, the International Student Union of PHBS, serves as a collective of members representing diverse corners of the globe. Collaboratively, we endeavor to infuse vitality and enrichment into the lives of students studying in Shenzhen. Our central focus lies in providing support for student careers and fostering cultural integration. These two fundamental missions underscore the essence of ISU – a spirit of enhancing and nurturing student experiences. This ethos resonates throughout the organization, our network of alumni, and the array of activities we engage in.

Contact us: Email: phbsisu@phbs.pku.edu.cn

Instagram: @phbsisu

LinkedIn: Peking University International Student Union

Other Student Associations and Clubs

Information can be found on our website

<https://english.phbs.pku.edu.cn/students/campuslife/studentclubs/index.html>

6.3 Database, Software & Finlab

Peking University HSBC provides students with a wide range of databases and software. The Financial Lab (PHBS 513, lab@phbs.pku.edu.cn) compiled a *Handbook of PHBS Databases and Software* for your reference. The major databases are:

Bloomberg: Available in Financial Lab (101-109,201-202)

WRDS (Wharton Research Data Services): Use your Student ID and Password to access the database

WIND 万得: Available in Financial Lab (201, 301-308) and 3rd floor of the University Town Library

CSMAR: Accessed from on-campus (PHBS) IP address only

PKU Thesis Database: <https://thesis.lib.pku.edu.cn/>

Peking University also provides students with licenses for a wide range of software, such as Microsoft Office, Adobe, Origin, MATLAB, Windows, EndNote, SPSS, etc. Obtain by accessing <https://software.w.pku.edu.cn/> The PHBS Financial Lab provides more options for software for students, such as SAS, STATA, Crystal Ball, etc.

The PHBS Financial Lab is located in Room 513 at the PHBS building, covering about 200 square meters. It includes high-definition display screens, a live broadcasting system, a cloud server, a teacher's terminal, 59 student computers, data processing software, etc. It provides a wide range of database and software services to PHBS faculty and students. The normal opening hours are weekdays 9:00-12:00, and 13:30-17:30 (except for Wednesday when cleaning will be operated). Sometimes Finlab will also open after working hours and during weekends under the voluntary supervision of members of the Financial Lab Association. Students will be provided with the Handbook and account information via email at the beginning of the academic year.

For more information, please see https://english.phbs.pku.edu.cn/faculty/Financial_Lab/

6.4 PHBS Building & Facilities

The PHBS lecture building is located in the core area of the University Town, east of the University Town Conference Centre and west of the library. The Property Management Service Centre is a service department of PHBS responsible for building management and logistical support for teaching and other activities.

The Property Management Office's functions include:

- Maintaining classroom building facilities, equipment, regular operation, and maintenance.
- Maintaining building security and public safety.
- Maintaining the cleanliness of the inside and outside of the building.
- Management of classroom and building facilities and logistical support for teaching activities.

Property Management Office Location: Room 113

Service Hotline: (0755) 2603 4455

E-mail: psc@phbs.pku.edu.cn

1. Classrooms booking

If you need a classroom for school-related activities, you may book a room using our online reservation system (<https://booking.phbs.pku.edu.cn>). You can only use the classroom after obtaining approval.

2. PHBS Building access authorization

The entrance of the PHBS building is closed after working hours. If you need to enter the building, you will need to use your student ID card to open the door. Please bring your card to the Property Management Service Centre for authorization.

3. Locker rental

You may rent a locker while you are studying here (if needed). There is a 100 RMB deposit, plus a 50 RMB fee per year. Students can use the locker for up to two years. Please bring your campus card and apply at the Property Management Service Centre. Each student can only rent one locker.

4. Lost and found

If you're looking for a lost item, please contact the Property Management Service Centre and see if your items are there.

5. Items Available for Borrowing

The Property Management Service Centre has the following items available: an A3 display board, a display rack, a projector, a mobile microphone and speaker, a trolley, and many other things. You may borrow these items from the office.

6. Mail Distribution

Regular mail letters are placed into the student's class mailbox, registered letters are held in Room 112 and must be signed for by the recipient.

Other facilities:

1. Drinking Water

PHBS building has water pantries on each floor, equipped with hot/cold water drinking fountains.

2. Air conditioning

As Shenzhen has a humid subtropical climate, air conditioning is essential.

Central air conditioning is turned on from April to October during the day, 7:30 am to 10 pm.

3. Elevator

There are seven elevators in the PHBS building. Elevators 1-4 are for general use, while elevators 5-7 are fire lifts.

4. Vehicles and bicycles

PHBS building has underground parking. Small vehicles (2 meters in height maximum) can be parked in the underground parking lot. Students need to submit an application form to the

Property Office for parking. Bicycles must be parked in designated areas in front of the PHBS building.

5. Internet

PHBS offers free Wi-Fi to all students.

6. Mailboxes

There is a mailbox next to the west entrance, one for each class. International Office will regularly check if there are international student's mail.

Your Postal address is:

Class***Grade***, Peking University HSBC Business School

Peking University Shenzhen Graduate School

Nanshan District, Shenzhen, Guangdong China 518055.

7. Smoking

Smoking is prohibited inside the PHBS building. If you need to smoke, please move to the designated smoking area outside the PHBS building.

6.5 Mental Health

Experiencing culture shock can emerge unexpectedly when residing in a foreign country. International students might find themselves inadvertently encountering varying levels of culture shock. It's important to be ready for the possibility that your experiences may not consistently align with your initial expectations. If you find yourself in need of assistance, consider the following options:

a) PKUSZ Campus Counseling Service

Location: Building B, room 403

Hotline: 0755-26032104

Email: pkupsy@pkusz.edu.cn

Fee: Free of charge

Book Appointment: download forms by scanning the QR code in this article: <https://mp.weixin.qq.com/s/yzZyvVZkFnDHndRkR8X3wA> or directly send email request to pkupsy@pkusz.edu.cn

b) Kangning Hospital 深圳市康宁医院

Address: 深圳市罗湖区翠竹路 1080 号 Shenzhen, Luohu District, Cuizhu Rd.1080

c) **The International Office**

IO staff are happy to talk with you about culture shock struggles and life in general. We are not professionals but we are always there to listen and give you guidance on how to access professional help if needed.

d) **Hotlines**

(Please note that they might not be able to offer professional English service)

- Peking University Mental Health Hotline (24h): 010-62760521
- Shenzhen Mental Health Hotline (24h): 400-995-995-9
(*Wait till the machine finish talking-and choose the English option3*)
- Beijing Mental Health Hotline (24h): 010-82951332
- Guangzhou Crisis Research and intervention Center: 020-81899120

e) **Online resources**

Chatline for the English-speaking community.

Lifeline: 400-821-1215 (<https://lifelinechina.org>)

Search "LifelineConnect" on WeChat



HOUSING

- 1 Building 1
- 2 Building 2
 - Print & Copy Service (1F)
 - Parcel Delivery Pickup Point (Kuaidi)
- 3 Building 3
- 4 Building 4
- 5 Building 5
- 6 Building 6A / 6B
 - Young+
 - KTV
 - Indoor Gym
 - Dance Studio

LIVING & DINING

- 7 Canteen 1 (1F / 2F)
- 8 Seoul Korean Resturant (2F)
- 9 Campus Service Center
- 10 Convenience Store / Eyewear & Glasses
- 11 Canteen 2 (2F / 3F)
 - Bakery
 - Various restaurants

ATHLETICS

- 17 Dance Studio
- 21 Table Tennis / Badminton Court
- 25 Track & Field
- 26 Basketball Court
- 27 Tennis Court

ACADEMIC & GENERAL BUILDINGS

- 12 Building H
 - Adminstration Office
- 13 Building A
 - School of Electronic and Computer Engineering
- 14 Building B
 - School of Humanities and Social Science
- 15 Building C
 - School of Urban Planning and Design
 - Public Classrooms
 - Postal Mail Pickup Point
- 16 Building D
 - Print & Copy Service (1F)
- 18 Building E
 - School of Environment and Energy
- 19 Building F
 - School of Chemical Biology and Biotechnology
- 20 Building G
 - School of Material Science and Engineering
- 22 Building J
 - International Conference Center
- 23 School of Transnational Law (STL)
- 24 Peking University HSBC Business School (PHBS)

Peking University Shenzhen Graduate School



University Town of Shenzhen

