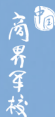




PHBS
北京大学汇丰商学院



INTERNATIONAL STUDENT HANDBOOK

2026-2027

August 2026

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 Selection	8 -
2.3 Withdrawing from a Course	8 -
2.4 Degree Completion Timeline and Deferral	8 -
2.5 Grading and Course Attendance	9 -
2.6 Missed Tests/Assignments	10 -
2.7 Scholarships	10 -
2.8 Other Scholarship Opportunities.....	11 -
2.9 CHSI Information.....	12 -
2.10 Graduation Thesis and Degree Pick-up	13 -
3. Policies and Regulations.....	14 -
3.1 Code of Behavior on Academic Matters	14 -
3.2 Examination Discipline Policy	14 -
3.3 PHBS Discipline Points System	16 -
3.4 Leave of Absences.....	18 -
3.5 Student Responsibility	20 -
4. Getting Started as a Student	21 -
4.1 PKU Portal and PHBS Yun Platform	21 -
4.2 Student Email	21 -
4.3 Bank Card & Campus Card.....	21 -
4.4 Paying Tuition	22 -

4.5 Visa and Residence Permit.....	- 22 -
4.6 Internship	- 23 -
4.7 Student Insurance	- 23 -
4.8 Graduation Ceremony	- 25 -
5. Dormitory and Housing Policies.....	- 26 -
5.1 Student Dormitory.....	- 26 -
5.2 Dormitory Access.....	- 27 -
5.3 Regulations	- 27 -
5.4 Checking Out	- 28 -
6. Other Useful Information.....	- 29 -
6.1 Student Associations.....	- 29 -
6.2 Current International Student Associations.....	- 30 -
6.3 Database, Software & Finlab	- 30 -
6.4 PHBS Building & Facilities	- 31 -
6.5 Mental Health	- 33 -

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 the 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 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, Kenneth Chan, Liang Chen, Chia-Shang J. Chu, Yizhen Gu, Wen Hai, Manshu Khanna, David Lander, Minsoo Lee, Yiliang Li, Zhimin Li, Jizhou Liu, Chen Lyu, Xiao Ma, Karol Mazur, Young Joon Park, Dario Romero, Jiao Shi, Zhiyong Tu, Marshall Urias, Chunyang Wang, Pengfei Wang, Yicheng Wang, and Fan Wu.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 the 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 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 Gerschweski, Yulin Hao, Harsh Jha, Yingjie Lan, Chaoran Liu, Hyungsoo Lim, Jooyoung Park, Ting Ren, Li-Kuo Sung, Chuang Tang, Yinuo Tang, Yusu Wang, Wei Wei, Ying Wu, Sen Yan, 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 the Finance major must successfully complete 54 credits, comprising **13 required courses and 5 elective courses**⁶. 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 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, Jing Gao, Lan Ju, Adel Khusnulgatin, Di Li, Shushu Liao, Baixiao Liu, Nan Liu, Fangyuan Ma, Linlin Ma, Seungjoon Oh, Liangyi Ouyang, Xianhua Peng, Yu Sun, Yuan Shi, Domenico Tarzia, Naqiong Tong, Xiaoyu Wang, Jin Xie, Wei Xu, Yiming Xu, Aoxiang Yang, Xiao Zhang, Yifei Zhang, Jake Zhao, Lingxiao Zhao, Haiyang Zheng, Jiaqi Zheng, and Guozhong Zhu.



2. Academic Information

2.1 Semester 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 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 and other fees.

In the event that unforeseen circumstances prevent a student from registering on time, the student must complete the **Leave of Absence Form** and send it by email to the International Office (international@phbs.pku.edu.cn) before the deadline indicated in the registration email sent by the IO. The form needs to be signed by a student's 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.

Please be advised that the semester registration and course registration are two distinct processes. All students are required to present their red student book at the beginning of each semester in order to complete the semester registration procedure. Failure to complete the registration will result in the student being considered unregistered for the entire semester, regardless of whether courses have been selected. Consequently, all selected courses will be canceled.

Some students may be unable to complete their degree within the standard two-year study period due to various reasons and may apply for an extension of their period of study. These students are referred to as **deferred students**. Deferring graduation does not mean that your studies have ended. Students who have deferred graduation are still considered enrolled students and **must complete the semester registration in person** at the beginning of every semester by presenting their red student book within the designated registration period. **This requirement applies even if the student is not taking any courses during that semester.**

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

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

2.2 Course Selection

Please visit <http://yun.phbs.pku.edu.cn/> to start your course selection (also called course registration). 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.

Students may take a maximum of 9 credits each semester (with the exception of a few cases such as Academic Writing in English, Business Ethics, and Research Methodology). This 9-credit limit includes required courses, as well as major and non-major electives. Courses listed on the credit list other than required courses and major or non-major electives are not counted toward the 9-credit limit.

2.3 Withdrawing from a Course

If students wish to withdraw from a course, they 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 week, students can request course withdrawal with the instructor's permission. They need to write an email to the instructor to express their intention to withdraw from the course and subsequently forward the instructor's approval to the International Office by email or in person. **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 2028, he or she must complete all required credits before January 2028. Students who do not meet graduation requirements and fail to apply for a deferral will result in an uncommon outcome: 'the 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).

If students are not ready to graduate in 2 years and wish to extend the study period, students need to 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.

Please note that the program allows a maximum duration of 5 years for students to complete all requirements. If a student is unable to complete all required coursework within five years from the date of enrollment, the student may apply for a Certificate of Attendance of the program (肄业, meaning without degree completion). Students granted this status are no longer eligible to participate in the thesis defense and therefore will never be able to obtain a degree.

If a student has completed all required coursework within the five-year period but, for various reasons, is unable to participate in the graduation thesis defense before graduation, the student may apply for completion status and will receive a Certificate of Completion (结业证书). Students granted completion status are regarded as graduates and are no longer enrolled in the program. Within one year from the date of graduation, they are entitled to one and only one opportunity to participate in the thesis defense. If the thesis defense is passed, the student will be awarded both the graduation certificate (毕业证书) and the degree certificate (学位证书). If the student fails the thesis defense, only the graduation certificate (毕业证书) will be issued, and the student will permanently lose eligibility for the degree certificate.

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 1/3 of the course load, they will not be allowed to take the final examination for that course. The course will be marked as F (Fail), and no credit will be given. Please note the attendance policy. For required courses, attendance is counted from the first class, regardless of when a student completes course registration. For elective courses, attendance is counted from the date on which the student is successfully enrolled in the course.

If the cumulative unapproved absence exceeds 10 hours per module, students will face the following 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** 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 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>.

Provincial Government Scholarship for International Students in Guangdong

To further promote the internationalization of higher education in Guangdong Province, encourage and attract more outstanding foreign students to study in Guangdong, Guangdong Provincial Government has established *Provincial Government Scholarship for International*

Students in Guangdong. For more information, please stay tuned for the official email announcement.

2.9 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.

2.10 Graduation Thesis and Degree Pick-up

All students are required to complete a thesis that meets the University's academic and formatting requirements and successfully pass the thesis defense in order to be awarded a degree. For detailed thesis formatting and writing requirements, please refer to the *Peking University Guide to Graduate Thesis Writing*. Before the final thesis submission, the International Office will review your thesis and provide recommendations on formatting and compliance with the University's thesis guidelines. Students are expected to revise their thesis accordingly to ensure that it meets the required formatting standards.

Please note that theses at PHBS are generally expected to place greater emphasis on **quantitative analysis** rather than qualitative analysis, unless otherwise required by the nature of the research or the student's academic discipline.

Students who successfully pass the thesis defense will be awarded both a Graduation Certificate and a Degree Certificate. Please note that the Graduation Certificate is issued in Chinese only, while the Degree Certificate is issued in both Chinese and English.

Please also note that the university is unable to mail the Graduation Certificate or Degree Certificate to a designated address. Students must collect their certificates in person. If a student is unable to do so, they may authorize another person to collect the certificates on their behalf by submitting a completed authorization letter in the prescribed format.

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 an F-grade 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 and 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 commits academic misconduct during other training progress, 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 a 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 number 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 during the semester, 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 are required to report back upon returning to campus.

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*. Failure to comply with the leave regulations will be treated as an unexcused absence. For graduate students, disciplinary action may be imposed depending on the severity of the case, in accordance with Article 35 of the Peking University Regulations on Graduate Student Status Management.

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.

According to the Peking University Graduate Student Handbook, graduate students must participate in all curriculum-required teaching and research activities. Those unable to participate due to unforeseen circumstances, or those needing to leave campus for any reason, must apply for leave in advance and obtain approval before leaving.

Graduate students who fail to apply for leave as required will be considered absent under the following circumstances:

- (i) Failing to participate in required teaching or research activities without an approved leave application;
- (ii) Leaving the school without an approved leave application (including international exchange or leaving the country without completing the required approval procedures);
- (iii) Failing to register on time without an approved leave application;
- (iv) Failing to extend the leave upon expiration, or failing to return after the extension period without approval.

Graduate students who are deemed absent will be subject to criticism and education, or, in more serious cases, disciplinary action. Specific disciplinary measures will be handled in accordance with PKU regulations.

Please find the below asking for leave procedure:

For leave requests of fewer than 5 teaching days (excluding 5), please use the "PHBS Leave of Absence Form". Student need to collect signatures from all relevant course instructors. The completed form should be submitted to Office 110 before the leave.

For leave requests of more than 5 teaching days (including 5) but fewer than 10 teaching days (including 10), please use the "PHBS Leave of Absence Form". Students need to collect signatures from all relevant course instructors as well as the international office. Students must also obtain approval from the Deans responsible for the MA program and international affairs. The completed form should be submitted to Office 110 before the leave.

Students must report back to Office 110 upon the expiration of their leave.

Please find the PHBS Leave of Absence Form in the attachment.

*Please submit leave requests in advance. Leave submissions of leave requests will not be accepted (except for emergencies or medical leave requiring hospitalization).

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 PHBS Yun Platform

Upon enrollment, all students will be assigned a unique student ID number. After arrival, students must activate their **PKU Portal** account at <https://portal.pku.edu.cn/portal2017/#/index> to access essential services, including PKU email, library resources, student registration card, and other academic and administrative functions.

Before using the portal, students are required to complete the account activation process and set up a password. Detailed instructions will be provided by the International Office. Usually, the user ID is your student ID number, and the default password is your date of birth (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:

(1) **Bankcard function:** it is a debit card, which can be used for money transfers and online purchases, etc.

4. Getting Started as a Student



Residence permit application requires a specific type of **②ID photo**, which must come with a photo receipt (回执). Most of the photo studios can provide this type of photo. And 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 **④stamped Visa**

application form, and **⑤Letter of Guarantee**.

Students with X2 visas cannot apply for a residence permit for it is issued for students who will be studying for more than 6 months. It is the student's responsibility to make sure that the duration of their X2 visa covers their study period in PHBS. Normally X2 visa only allows **single entry** to mainland China, however, there is a possibility that students apply for additional entry after they arrive in Shenzhen. Students need to be aware that the decisions will be made by the Shenzhen Public Security Bureau.

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

Students will be accommodated in either **PKU Shenzhen Campus Dormitory** or **Shenzhen University Town International Campus Dormitory**. If a student decides to live off-campus, they must inform the International Office in advance.

1. PKU Shenzhen Campus Dormitory

Students will be accommodated in **Building 6A in single rooms**. The accommodation fee is **1,320 RMB/person/month**, usually paid for **12 months in advance**. Water and electricity charges are **not included** and must be paid separately through the e-campus card system. More information can be found on our website.



2. Shenzhen University Town International Campus Dormitory

There are three types of accommodation available at the International Campus: **2-bed room units**, **3-bed room units**, and **double rooms**. The rent for the unit-style rooms is **1,320 RMB/person/month**, while the rent for double rooms is **660 RMB/person/month**. Water and electricity charges are **not included** and must be paid separately. For more details, please visit our website.



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 Dormitory Access

PKUSZ campus dormitories use a face recognition system for entry. The school will generally use the photo submitted through the application system for access. If it does not work, please visit the Campus Service Center. Your campus card also functions as the key card for your dorm room. Please do not share or lend your card to others, and unauthorized duplication is strictly prohibited.

International Campus dormitories use smart locks with password access. The password will be provided during check-in.

5.3 Regulations

Students must comply with the dormitory regulations issued by the PKUSZ General Affairs Office. Key regulations include:

Rooms must be maintained in good sanitary condition and free of any unpleasant odors. Pets are not allowed in the dormitory. Students will be responsible for any costs resulting from damage to fixed assets in their rooms.

Students must also avoid excessive noise or any behavior that disturbs others, especially during late hours or examination periods, and help maintain a respectful and peaceful living environment.

Subletting or renting rooms is strictly prohibited. Students are also **not allowed to have outside guests stay overnight in the dormitory**. These policies help ensure the safety, security, and accountability of the residential facilities.

Students cannot apply for a room change except in cases of medical reasons or severe damage to their current room. Students requesting a room change must visit the Campus Service Center and provide the required supporting documents.

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 (For PKUSZ campus)

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

3. Water and Electricity Fee Refund (For PKUSZ campus)

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 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

北京大学汇丰商学院请假条

PHBS Leave of Absence Form

请假人信息 PERSONAL INFORMATION	姓名/NAME		学号/STUDENT NO.	
	专业/MAJOR		电话/PHONE NO.	
	紧急联系人/ EMERGENCY CONTACT		紧急联系人电话/ EMERGENCY TELEPHONE NO.	
	家庭住址/ HOME ADDRESS			
	父母电话/ PARENTS' PHONE NO.		邮箱/ E-MAIL	
请假时间 LEAVE PERIOD	起始时间/FROM ____ 年/Y ____ 月/M ____ 日/d 截止时间/TO ____ 年/Y ____ 月/M ____ 日/d			
请假原因 REASONS FOR LEAVE	学生签字/STUDENT SIGNATURE: _____ 日期/DATE _____ 注：外出请假请说明去向和原因，病假需提供医院证明 NOTE: Please explain the reasons for your leave; provide a medical certificate for sick leave.			
任课老师意见 COURSE INSTRUTOR'S OPINION	课程名称 Course Name 签字/SIGNATURE: _____ 日期/DATE: _____			
任课老师意见 COURSE INSTRUTOR'S OPINION	课程名称 Course Name 签字/SIGNATURE: _____ 日期/DATE: _____			
任课老师意见 COURSE INSTRUTOR'S OPINION	课程名称 Course Name 签字/SIGNATURE: _____ 日期/DATE: _____			
本次请假时间内课程是否已全部请假 Have all courses been excused during this leave period? 是 Yes ☐ 否 No ☐				
班主任意见 INTERNATIONAL OFFICE'S OPINION	签字/SIGNATURE: _____ 日期/DATE: _____			
院系主管领导意见 SCHOOL EXECUTIVE LEADER'S OPINION	签字/SIGNATURE: _____ 日期/DATE: _____			
学生本人销假 RECORD OF RETURNING ON CAMPUS	签字/SIGNATURE: _____ 日期/DATE: _____			

