

# STUDENT HANDBOOK

2022-2023



## INTERNATIONAL OFFICE

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# 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 aim to help international students to have a more comprehensive understanding of the Chinese economy, society, and culture. Students are provided with a firm empirical foundation for developing and utilizing research and practical skills contextualized within an integrated view of academic and professional practice.

## 1.1 Master of Economics

### 1.1.1 Degree requirements:

#### a) Coursework.

Students must complete a total of 54 credits, including 11 required courses and 7 elective courses. Students in this major must complete at least 6 major elective courses and up to 1 non-major elective course.<sup>1</sup>

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
	Business Chinese II	3 Credits
	Independent Study of China	3 Credits
	Business Ethics and Research Methodology	3 Credits

<sup>1</sup> Please note that there are two kinds of elective courses: major elective and non-major elective. Non-major elective courses can be replaced by major elective courses. However, major elective courses **cannot** be replaced by non-major elective courses. For example, if the graduation requirement for your major is 3 major + 3 non-major, you can choose the following combination to meet the graduate requirements: 3 major + 3 non-major, 4 major + 2 non-major, 5 major + 1 non-major, and 6 major.

	Academic Writing in English	3 Credits
	Business Mathematics	3 Credits
Major Elective	6 courses (course type: EE) <sup>2</sup>	18 credits
Non-Major Elective	1 course (course type: FE, ME, JE)	3 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 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 Graduate Thesis Seminar and Outdoor Leadership Training Program.

**d) Graduation Thesis.**

Writing a master's thesis and defending it is required to obtain a master's degree. Those who complete the above steps a), b), and c) can apply for thesis defense.

**1.1.2 Professors**

Xiaoming Cai, Liang Chen, Chia-Shang J. Chu, Yizhen Gu, Wen Hai, Weiwei Hu, Dun Jia, David Lander, Zhimin Li, Guy Liu, Xiao Ma, Young Joon Park, Jiao Shi, Zhiyong Tu, Marshall Urias, Shinhuei Wang, Chunyang Wang, Yicheng Wang, Pengfei Wang, Zhiwei Xu, and Zhenda Yin.<sup>3</sup>

<sup>2</sup> Please refer to class schedule for elective courses' availability

<sup>3</sup> 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 must complete a total of 54 credits, including 14 required courses and 4 elective courses. Students in this major must complete at least 2 major elective courses and up to 2 non-major elective courses.<sup>4</sup>

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
	Business Chinese II	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) <sup>5</sup>	6 credits
Non-Major Elective	2 courses (course type: EE, FE, JE)	6 credits

<sup>4</sup> Please note that there are two kinds of elective courses: major elective and non-major elective. Non-major elective courses can be replaced by major elective courses. However, major elective courses **cannot** be replaced by non-major elective courses. For example, if the graduation requirement for your major is 3 major + 3 non-major, you can choose the following combination to meet the graduate requirements: 3 major + 3 non-major, 4 major + 2 non-major, 5 major + 1 non-major, and 6 major.

<sup>5</sup> 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 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 Graduate Thesis Seminar and Outdoor Leadership Training Program.

**d) Graduation Thesis.**

Writing a master's thesis and defending it is required to obtain a master's degree. Those who complete the above steps a), b), and c) can apply for thesis defense.

**1.1.2 Professors**

Ehsan Bolandifar, Wei Chen, Yue Cheng, Tianyu Dai, Yan Feng, Fanmin Kong, Yingjie Lan, Qiang Li, Jooyoung Park, Ting Ren, Likuo Sung, Chuang Tang, Yinuo Tang, Dandan Tong, Wei Wei, Cuifen Weng, James Yen, Xiaohua Zeng, Kun Zhang, Deming Zhou, and Hong Zhu.

**1.3 Master of Finance**

**1.3.1 Degree requirements:**

**a) Coursework.**

Students must complete a total of 54 credits, including 14 required courses and 4 elective courses. Students in this major must complete at least 3 major elective courses and up to 1 non-major elective course. <sup>6</sup>

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<sup>6</sup> Please note that there are two kinds of elective courses: major elective and non-major elective. Non-major elective courses can be replaced by major elective courses. However, major elective courses **cannot** be replaced by non-major elective courses. For example, if the graduation requirement for your major is 3 major + 3 non-major, you can choose the following combination to meet the graduate requirements: 3 major + 3 non-major, 4 major + 2 non-major, 5 major + 1 non-major, and 6 major.

Major Required	Microeconomics	3 Credits
	Macroeconomics	3 Credits
	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
	Business Chinese II	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) <sup>7</sup>
Non-Major Elective	1 course (course type: EE, ME, JE)	3 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 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 Graduate Thesis Seminar and Outdoor Leadership Training Program.

<sup>7</sup> Please refer to class schedule for elective courses' availability



#### **d) Graduation Thesis.**

Writing a master's thesis and defending it is required to obtain a master's degree. Those who successfully complete the above steps a), b), and c) can apply for thesis defense.

#### **1.3.2 Professors**

Wei Cen, Duckki Cho, Jaehyuk Choi, Chang Yong Ha, Lan Ju, Frank H. Koger, Kai Li, Di Li, Baixiao Liu, Nan Liu, Fangyuan Ma, Linlin Ma, Seungjoon Oh, Liangyi Ouyang, Xianhua Peng, Domenico Tarzia, Naqiong Tong, Steven Xiao, Yuchen Xu, Wei Xu, Yilin Zhang, Lingxiao Zhao, Jake Zhao, and Haiyang Zheng.

## 2. Academic Information

### 2.1 Registration

All students must register on time. The office will send registration details by email a few days before a new semester starts. Students must register in person at International Office (Room 110, PHBS) and bring their red student book when they come. All payments must be completed before registration.<sup>8</sup>

If you cannot register on time due to some unforeseen circumstances, you must complete the Leave of Absence Form and send it to the international office at least 3 days ahead. The form needs to be signed by your thesis advisor (if you have an advisor) and approved by the International Office. The length of leave cannot exceed 2 weeks, and you must register in person when you return. Failure to do so will result in expulsion.

**Note:** If a student fails 3 or more required/major elective courses in the previous semester or have failed a required/major elective course twice, he or she cannot register and will be dismissed from the university.

### 2.2 Course Enrolment

Please visit <http://ss.phbs.pku.edu.cn/> to select courses. The school will notify you of your username and password during the orientation week. If you lose your password, please contact the IT office of the school ([its@phbs.pku.edu.cn](mailto:its@phbs.pku.edu.cn)) to reset it.

International Office usually sends course selection emails to your PKU email one week before the system opens. Please follow the email instructions and select courses accordingly. The system will be closed after a certain period, and you CANNOT choose classes after that.

Also, please note that there are priority periods for different groups. Please pay special attention.

### 2.3 Withdrawing from a Course

If you wish to drop from a course, you may do so in the course selection system within the first week. Once the system closes, you can still drop from courses until the end of the second week with the instructor's consent. Please write an email to the instructor requesting course withdrawal and forward the approval to the International Office.

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

## 2.4 Degree Completion Timeline and Deferral

Students must complete all course credits and other requirements before they can apply for thesis defense. These requirements must be met before the semester for defense. For example, if a student wants to graduate in 2 years (or 4 semesters), he or she must complete all credits by the end of the first semester of their 2<sup>nd</sup> year (or the 3<sup>rd</sup> semester). If the requirements are not met, students must apply for graduation deferral.

The maximum duration allowed for students in the program is 5 years. International Office will send emails on deferral deadlines each semester. The deferral application must indicate the reason for deferral and be approved by both the student's thesis advisor and the International Office. The application form will then be submitted to Peking University's main campus which has the final decision for the application.

## 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 assignments or require an extension due to circumstances beyond their control (e.g., illness or an accident) can request special consideration. Students must contact the student advisor immediately and then complete and submit a **Leave of Absence Application** form to the Director of 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.

## 2.7 Scholarships

PHBS offers scholarships to excellent students at admission. At the end of their first year, this scholarship will be re-evaluated. Emails are usually sent out in May, and students need to submit required documents to International Office before the deadline. The Scholarship Committee from International Office will evaluate each application carefully based on the documents provided and notify the final result in July.

Scholarship for the current school year will NOT be automatically extended, and students must apply to get the scholarship or financial aid for the next school year.

International students must remain in good academic standing and demonstrate satisfactory academic progress toward their respective degrees to be eligible for all forms of financial aid. Those who failed a course, have more than 10 disciplinary points deducted or didn't follow school rules and regulations will receive either a scholarship downgrade or no scholarship for the next academic year.

**Scholarship upgrade:** Each year, a small number of students who receive none/half scholarships in their first year are eligible for a scholarship upgrade. Students must submit an application form and all supporting documents to be considered. The scholarship committee will evaluate all applications and decide based on students' GPA, participation in school activities, contribution to the PHBS community, disciplinary points, and others that the committee considers necessary.

**Scholarship downgrade:** Students who failed a course or who have very bad academic performance will be downgraded one level. Students who have more than ten (10) discipline point deductions will also be downgraded one level. Students that are downgraded are not eligible for an upgrade.

## 2.8 Other Scholarship Opportunities

In order to recognize the efforts of outstanding PHBS students, Professor Wen Hai is awarding the Wen Hai Scholarship to students who have made significant contributions to the PHBS Community. The scholarship amount is 10,000RMB / person, the quota is highly limited, 1~2 persons per year. This award is by nomination only. The award recipient must be nominated by PHBS professors and full-time students. Please see the requirements below:

- Registered full-time students
- Diligent students who worked hard with high GPA

- Have willingly abided by the rules and regulations of the school
- Have made outstanding contributions to the service of the PHBS community, school activities or their student class during the 2020-2021 academic year.
- Have no failed courses or discipline deduction points during the 2020-2021 academic year.

Nominees must have 3 or more references. Your referees need to recommend you at <https://www.wjx.top/vj/h46jJiT.aspx> before the application deadline.

## 2.9 Independent Study of China

International students are required to complete the course “Independent Study of China”. This required course can be completed in one of the two ways:

### 1. Completing one of the following courses:

Theory and Practice of Socialist Economics: Economics of Development-Economics of Development

Financial Markets and Investments in China

China Studies

Managing China Cross Border Development

### 2. Completing an independent research project on a topic related to China and the student’s major.

If students choose the report to fulfill the requirement, then the proposal is due on the first week of September in your second academic year and the final paper is due by the end of the second module for your second academic year.

Paper Requirements:

The research project should satisfy the following criteria:

1) The topic of the study should be on issues related to China and should be chosen to fit the common research area of each student’s program (Economics, Management, or Finance). The proposal of the project should include the research question and concrete plan for the study project.

2) The final project should be at least 20 pages in length (11 font, double space). The format of the final project should follow the common format of a research paper, which includes the title, research question, description of the analysis methods, results of the research, and interpretation of the results.

3) A digital copy of the paper labeled as “Final Paper Form for Independent Study of China Research Project” must be sent to International Office by deadline.

4) The student should ask their thesis advisor to supervise the project or find an alternative faculty member willing to supervise the project. Both the proposal and the final report should be approved by the advisor and program director in order to pass.

**Evaluation:**

1) The project advisor and the program director will review the proposal and the final report to decide whether the project will pass or not.

2) The criteria for the evaluation are:

- Is the research question valid and interesting?
- Is the analytical tool used in the project appropriate?
- Did the student put in reasonable effort to do the study and write the report?
- Does the student show he or she has a good understanding of the subject?
- The result will be sent to students at the beginning of the second module.

### 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.

#### 3.1 Code of Behavior on Academic Matters

PHBS has zero tolerance for plagiarism and other academic offenses. Students should make themselves familiar with the Code of Behavior on Academic Matters.<sup>9</sup>

An excerpt from the Code of Behavior on Academic Matters(北京大学研究生手册) (2022):

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 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 (10 points) are deducted. Those with 0 discipline points will be referred to the Disciplinary Committee and may face expulsion. The Disciplinary Committee 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:

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<sup>9</sup> You may visit <https://grs.pku.edu.cn/pygz/xjgl/zxsxjgl/zdzc233/356222.htm> for more details.

### **3.2.1 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.

### **3.2.2 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.**

### **3.2.3 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.

### **3.2.4 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.

### **3.3 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 advisor and course instructor and International Office;
- (b) **Between one week to four weeks:** the application must be approved by the advisor and course instructor, 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.
- (d) Failure to re-register at International Office

### **3.4 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 SS Portal

Each student is assigned a student ID number. It will be provided during orientation. You will need to activate your student ID number by visiting <https://portal.pku.edu.cn/portal2017/#/index> as soon as you arrive. PKU Portal allows students to access several services such as email, library resources, change of student status, complete student registration card, and many other services.

Students must set up their ID for the portal and create a password before using above services. The ID set-up process can be done either online or by a phone call. The portal will not work until it is activated and a password for it is created.

Peking University Shenzhen Graduate School is using its own portal parallelly. The username and password will be assigned during orientation. In this portal system, students can select courses, submit seminar reports, check fees, etc.

Students who lose their password need to present their student ID card and visit Building A to reset it.

### 4.2 Student Email

Under the university policy, students must maintain a university-based email account (i.e., id@stu.pku.edu.cn) and regularly check for messages. That account may be forwarded to another personal account, but it is the university account to which the university will send official correspondence.

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

Instructions on activating and setting up the student email account are provided to students a few weeks before they arrive.

### 4.3 Bank Card Activation

You will need to apply for a campus card, which also functions as your bankcard. Please bring all the necessary documents (Passport, Admission Notification) and visit Ping An Bank located to the east of the PHBS building to apply and activate it. After activating the

card, you will have a Campus Card ID (find it on the back of your card). You will find your bankcard number on the front of your card.

This card has dual functions, both as Campus Card and as Bank Card.

- As Campus card: to pay for services inside campus, such as canteens, basic groceries.
- As Bank card: as normal deposit bankcard

## 4.4 Paying Tuition

International Office will send out tuition fee invoice via emails to the students. Once received, students should make tuition fee payment accordingly within the given timeline.

## 4.5 Visa and Resident Permit

Students with an X1 visa must apply for a resident permit.

As soon as students arrive, they must complete the police registration within 24 hours. Students need to firstly, scan the QR code on the dorm door to obtain basic information of your accommodation; then, scan the QR code below to register (which will be provided upon arrival). Once the application is submitted, please allow a few hours to receive the approval notice. Students need to download and color print the approved police registration form for future residence permit application uses.

A complete registration form should look like this:

Students need to complete the health check at Kouan Hospital(口岸医院) first. Once they completed the health check and obtained the result, students can visit International Office and get the remaining documentations. A guide on how to book an appointment for the resident permit is available at International Office.

**境外人员临时住宿登记表**  
REGISTRATION FORM OF TEMPORARY RESIDENCE FOR VISITORS

证件种类 Type of identification	国籍/护照 Nationality / Passport	证件类型 Type of ID	证件号码 ID No.	姓名 Name	性别 Sex	出生日期 Date of birth	证件有效期 Valid until	住宿地址 Address	联系电话 Telephone No.
居民身份证 Chinese ID Card	中国 China	居民身份证 Chinese ID Card	110101199001010001	张三 Zhang San	男 Male	1990-01-01	2020-12-31	广东省广州市天河区 Guangdong Province, Guangzhou City, Tianhe District	13800000000
护照 Passport	美国 USA	护照 Passport	A123456789	李四 Li Si	女 Female	1985-05-15	2025-05-15	广东省广州市天河区 Guangdong Province, Guangzhou City, Tianhe District	13800000000
外国人永久居留证 Foreigner's Permanent Residence Permit	中国 China	外国人永久居留证 Foreigner's Permanent Residence Permit	110101202001010001	王五 Wang Wu	男 Male	1980-03-10	2020-12-31	广东省广州市天河区 Guangdong Province, Guangzhou City, Tianhe District	13800000000
外国人入境登记卡 Foreigner's Entry Registration Card	中国 China	外国人入境登记卡 Foreigner's Entry Registration Card	110101202001010001	赵六 Zhao Liu	男 Male	1985-08-20	2020-12-31	广东省广州市天河区 Guangdong Province, Guangzhou City, Tianhe District	13800000000
外国人住宿登记表 Foreigner's Accommodation Registration Form	中国 China	外国人住宿登记表 Foreigner's Accommodation Registration Form	110101202001010001	孙七 Sun Qi	女 Female	1990-11-05	2020-12-31	广东省广州市天河区 Guangdong Province, Guangzhou City, Tianhe District	13800000000

1. 请如实填写《广东省居住证申请表》，并在规定时间内向居住地公安机关申请办理。  
Please fill in the form truthfully and apply for the residence permit within the stipulated time to the local police station.

2. 如属异地居住，请在《广东省居住证申请表》中填写居住地址。  
If you belong to other cities, please fill in your residence address in the form.

3. 请在规定时间内办理住宿登记，逾期将被处以罚款。  
Please apply for accommodation registration within the stipulated time, otherwise you will be fined.

4. 为了您的安全，请妥善保管您的居住证。  
For your safety, we should like to suggest you to take it into strict custody with utmost security.

联系电话: 020-8888 1122      打印日期: 2020-09-09 14:38

## 4.6 Internship Note on Your Student Visa

International students are not allowed to work off-campus without the internship note. They can only work on campus (for academic purposes only), as teaching assistants or research assistants.

PHBS students are not allowed to do internships in their first year of study. Illegally starting an internship without permission from the school or a proper internship visa will result in deportation by Shenzhen Public Security Bureau.

Students can start an internship in the summer vacation following their first year of study. To do so, please talk to the student advisor at International Office and obtain permission first. The current resident permit needs to add an “internship” note.

Students must present the internship contract, the company’s business license, and the invitation letter to International Office and complete the registration procedure. An application form for an internship must be completed and submitted to International Office. All students must also submit an internship report after they finish the internship.

Companies are responsible for providing the remaining documentation, including the official contract, guarantee form, and any documents required by the Public Security Bureau. Students are responsible for updating their addresses and other information on time.

**Please note exchange students are not eligible for applying for an internship note.**

## **5. Resident Housing Policies and Procedures**

### **5.1 Access, Fingerprint Access**

All dormitories use fingerprint access. Students need to authorize their fingerprint access at the Campus Service center.

Any student vacating a dormitory room for any reason—including, but not limited to, withdrawal from the university, moving to a different room, and leaving the room at the end of the program—must check out with campus service center following the email sent by International Office.

Residents are prohibited from entering vacated rooms, entering buildings during times when they are closed, entering other restricted areas, or entering and exiting through windows for any purpose except in the case of an emergency.

### **5.2 Facility Use**

Rooms must be maintained in good sanitary condition and free of any noxious odors.

Rooms must be returned in the same condition as when they were taken, except for reasonable level of ordinary wear and tear. Damage to students' rooms, including costs for replacing missing furniture, will be charged to the last known student occupants of that room.

Playing musical instruments in any resident's room is prohibited when the playing sound disturbs the community.

Subletting or rental of rooms to another individual outside of the assigned resident is prohibited at all times.

## 6. Other Useful Information

### 6.1 Student Associations

Student associations can be registered either with Peking University Shenzhen Graduate School or solely with PHBS. Those registered with Peking University Shenzhen Graduate School can accept members from the whole Shenzhen campus, while those registered with PHBS can only accept members from 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.

When organizing activities, the president of each student association must submit a proposal to International Office before the event, including the name of the event, the estimated number of participants, date and time, venue, sponsor (if any), and how the event will contribute to the university community. Only approved events can be organized. Please make sure to discuss event details with International Office.

Student associations are responsible for maintaining order in seminars or public lectures that they arrange. 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 liable. Before organizing excursions and large-scale social activities, student associations must apply for approval from the Student Affairs Office of PHBS. They shall also purchase group insurance and have each participant sign the *Security Disclaimer* form obtained at the Student Affairs Office.

If student associations post notices, announcements, or posters on campus, please first obtain approval of the poster from the PHBS MA/PhD Program Office. The leader of a student association is directly responsible for all information posted around campus relating to that association's events. Fees incurred as a result of activities will be assumed by the student association directly. Issues not listed in this regulation will be resolved by relevant regulations in the *Student Handbook of Peking University*.

### Current International Student Associations

#### International Student Union (ISU)

ISU is the International Student Union of PHBS. Our union consists of members hailing from different parts of the world. We work together to make life exciting and enriching for students in Shenzhen during their study. Student career support and cultural integration are the two main missions of the ISU. This spirit and determination of enriching and developing a student's life are reflected in the organization, our networks of alumni and the activities we do.

Contact us: Email: [phbsisu@phbs.pku.edu.cn](mailto:phbsisu@phbs.pku.edu.cn)

Instagram: @phbsisu

LinkedIn: Peking University International Student Union

## 6.2 PHBS Property Service Manual

As the property management department of PHBS Building, the Property Management Service Center will provide you with excellent, standardized and professional service. We are at your disposal if you have any question concerning the property management issue. If you need any help, please do not hesitate to contact us.

### Introduction to the Property Management Service Center

The Property Management Service Center is a service department of PHBS, which is responsible for management of this teaching building and the logistical support of teaching activities. The major functions of us:

Guarantee normal operation and maintenance of facilities and devices; Safeguard security and public order of the building; Maintain sanitary environment of the PHBS building; Supervise teaching places and facilities and provide teaching activities with logistical service and support.

The location of Property Management Service Center: Room 113

Service hotline: 2603 4455

E-mail: [psc@phbs.pku.edu.cn](mailto:psc@phbs.pku.edu.cn)

Office hours: Monday to Friday: 8:00 to 21:00

Saturday to Sunday: 8:00 to 12:00, 13:30 to 17:30

### Available Services

1. Book classrooms, meeting rooms or seminar rooms

If you want to book a classroom or meeting room, please submit your application on our booking system <http://booking.phbs.pku.edu.cn/> (username: student ID email address, initial password: 123456).

Tips: Paper approval from the Club Office of Youth League Committee of Peking University Shenzhen Graduate School (Room102A, H building) is necessary if you book a classroom to invite non-PKU students or hold community activity.

2. Use self-study rooms



According to teaching activities and the need of students, the Property Service Center opens classrooms and release the information regularly on electric screens.

The opening hours of self-study rooms stay the same with that of the teaching building. Every user should comply with relevant regulations.

Users are not allowed to occupy seats in any ways or leave personal belongings (including books) on the seats. Or administrator will clean the items on the basis of relevant provisions.

Every self-study room is equipped with electronic lock. Please come to 113 office to activate your access if you have never get in a self-study room before.

### 3. Use public seminar room

Public seminar room 207 is open from 9:00 to 23:00. Users should abide by the regulations.

### 4. Activate electronic door access

The teaching building applies electronic access control system and will implement closed management in closing hours (18:00 to the following 7:30). Please come to room 113 for activation.

### 5. Locker renting

Each full-time student can apply for one locker for three years at most (part-time students can use for no more than 2 years), which should be applied at the Property Service Center in person.

Locker is used for free and 100 yuan is required as deposit. In case of loss of key, the user needs to pay 20 yuan to change new lock and key.

### 6. Lost and found

We will register and keep lost things and return them when the owners come to claim.

### 7. Items borrowing

You can borrow signboard (A3 or 60\*80cm), projector, portable acoustic, trolley, toolbox, hair dryer and other items in 113 office.

### 8. Letter transferring

The Property Service Center serves as agent to send and receive letters and puts regular mails into class mailbox. Please come to 113 office in person to get your registered letter (we will email you if any).

### 9. Medicine for emergency

We supply some OTC medicine for use, including medicine for minor wound, sprain, stomach discomfort, throat discomfort, etc. In addition, we offer walking stick and wheelchair to borrow.

#### 10. Emergency facilities

There are three automatic external defibrillators (AED) in PHBS building for non-professionals to rescue people who have a cardiac arrest. They are separately set in the hall of West Gate on 1st floor, outside self-study room 222 and elevator hall on the 5th floor. Please follow the instructions of the equipment.

#### 11. Paid service

There are printer, souvenir and snack vending machines, umbrella renting machine and shared power bank on the 1st floor. You can pay to use all the aforementioned facilities.

### **PHBS Facilities**

#### 1. Restroom

Equipped with squatting and sitting toilets, hand sanitizer and hand dryer, restrooms are set in every floor of the building.

#### 2. Pantry

Every floor of the building has one or two pantries with a water dispenser in it.

#### 3. Air-conditioning system

Air-conditioning system in the building can provide cool air from 7: 30 a.m. to 10 p.m. every day from April to October. While from November to March, when the lowest outdoor temperature stays lower than 15 degrees centigrade successively, air-conditioning system produces warm air. (This item can only be applied to VRV air-conditioner area)

Fresh air system: The teaching building applies fresh air system to ventilate the indoor.

#### 4. Elevators

There are 7 elevators in the building. No.1 to 4 are for passengers, and No.5 to 7 are for both passengers and emergency situation.

#### 5. Small vehicle and bike parking

There are two basement parking lots under the PHBS building. The entrance and exit are in the east side of 1st floor for vehicles lower than 2 meters. There are open-air parking lots for bikes on the sidewalk outside the teaching building.

## 6. Communication

The building has both wire and wireless network (WiFi name: PHBS, and PHBS Free). Wireless network user name is the student ID, password is default. Cell phone signals of China Unicom, China Mobile and China Telecom cover the building.

## 7. Mailbox

Mailboxes are set in the West Gate hall on the 1st for teachers and students to use. Every class gets one mailbox and the key will be given to certain person to keep.

Mailing address of the building: Peking University HSBC Business School Class (or Room\*\*\*), Xili Shenzhen University Town, Nanshan District, Shenzhen, postal code: 518055.

## 8. Restaurant & Starbucks

The ground floor has a restaurant and a Starbucks. Opening hours of the restaurant are 11:00 a.m. to 7:30 p.m. Starbucks opens from 7:30 a.m. to 5:30 p.m.

## **Safety Management**

### 1. Video surveillance & control system

There are security cameras in major entrances and exits of every floor to supervise the building for 24 hours a day.

### 2. Fire alarm equipment

There are smoke detectors in every floor. Any smoke or flame will trigger alarm system. Therefore, smoking is forbidden in the building.

### 3. Security regulations

The Property Service Center undertakes the security work of this building. If you need help in this aspect, please call 0755-2603 5110. Entry exit control will be carried out at night (from 6 p.m. to the following 7:30 a.m.). Everyone should swipe campus card to get in or get out the building.

### 4. Objects management

It is necessary to get a moving service application form if you need to move asset objects out of the building. The form will be the only proof for you to leave the building. Security staff

have the right to check your objects to make sure the type and quantity comply with what listed on the form. If not, security staff are empowered to refuse to let you pass.

#### 5. Special tips

The PHBS building is an open public place, so the security of your personal belongs cannot be guaranteed absolutely even though we have security guards.

Please do keep an eye on your valuables and do not put them casually on desk in public area or inside your locker.

#### 6. Prohibited behaviors

No smoking inside the PHBS building (Please go outdoor and stay 10 meters away from the building if you have to do that).

No colored drinks and foods into class (There is a take-out food area outside the restaurant on 1st floor).

No posting or hanging things in classroom.

No hazardous goods into the teaching building.

Please dress properly to get in the building.

No playing around and making noises in the building.

No selling and coaxing in the building.

No bringing animals into the building (except for guide dog).

No bike, roller skate, balance car or electronic scooter into the building.

**24-hour emergency tel: (0755) 2603 5110**