



广东技术师范学院

Guangdong Polytechnic Normal University

来华留学生手册

Handbook for International Students



广东技术师范学院国际教育学院

School of International Education

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前 言

亲爱的留学生：

广东技术师范学院热情欢迎您的到来！

这本手册提供一些您在广东技术师范学院需要知道的重要信息，请您仔细阅读。我们竭诚为您提供优质的服务及愉快与融洽的学习环境。相信您在我校留学期间，会有丰硕的学习成果及丰富的异国文化体验。

祝您学习愉快！

广东技术师范学院
国际教育学院

Preface

Dear international Students:

We extend a warm welcome to you on behalf of Guangdong Polytechnic Normal University (GPNU).

Please read this handbook carefully which provides lots of important information for you. We sincerely hope that we can offer a better service and a pleasant and friendly environment for you.

We wish you a fruitful study at GPNU and a pleasant experience of different cultural adventures here in Guangzhou.

**School of International Education
Guangdong Polytechnic Normal University**

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一、学院概况 Profile of GPNU

广东技术师范学院是一所以本科教育为主的具有硕士学位授予权的省属全日制普通高校。前身为广东民族学院，创办于1957年，2002年更名为广东技术师范学院。学校于1977年开始招收本科生，2006年开始招收硕士研究生。并于2000年开始招收留学生，与美国、英国、加拿大、日本、澳大利亚及港澳台等国家和地区的高校保持着长期的交流与合作。

学校现有全日制普通在校生近2万人，来华留学生320多人。教职工1951人，其中专任教师1078人，高职称140人，副高职称331人，具有博士学位285人。学校设有电子与信息学院、管理学院、计算机科学学院、机电学院、自动化学院、财经学院、外国语学院、文学与传播学院、财经学院、国际教育学院等20个二级学院，共有64个本科专业，学科覆盖理学、工学、经济学、管理学、文学、教育学、法学等七大学科门类。目前学校拥有23个硕士学位授予点。

Now GPNU has 320 international students and more than 20,000 full-time postgraduate and undergraduate Chinese students. There is 1,951 staff of which 1,078 are teachers and researchers. Among the teaching and researching staff there are 140 professors, 331 associate professors, and 285 doctors. GPNU consists of 20 colleges including schools of Electronic & Information, Management, Computer Science, Mechanical Engineering, Automation, Economics & Trade, Foreign Language, Chinese Literature & media, School of International Education, etc. There are 64 undergraduate subjects, which covers science, engineering, economics, literature, management, education and law. GPNU also has 23 affiliates, which have the authority to grant master degrees.

学校交通便利，距香港、澳门仅有一个半小时车程，距离白云机场 40 分钟车程，校园环境优美，宿舍安静，是理想的学习、工作、生活场所。

Transportation to GPNU is convenient. It only takes 1½ hours to Hong Kong or Macao, 40 minutes to the Baiyun Airport by bus. With its beautiful campus and quiet accommodations provided for the international students, GPNU is an ideal choice for those who want to study in Guangzhou.

Guangdong Polytechnic Normal University (GPNU) is a public university supervised by the government of Guangdong Province, mainly aiming at undergraduate education together with the authority of granting a Master's Degree. It used to be called Guangdong Institute for Nationalities, which was founded in 1957 and renamed in 2002 as GPNU. GPNU began to enroll undergraduates in 1977, post-graduates in 2006, and international students in 2000. GPNU has established extensive cooperation with colleges and universities throughout China including Hong Kong, Taiwan and Macao. It also has ties with universities from USA, UK, Australia, Canada, Japan and many other countries around the world.

二、来华留学生守则 **General Regulations for International Students**

(一) 遵守中国政府的有关法律法规，尊重中国人民的风俗习惯；

- **Comply with laws, rules and policies of the Chinese government, respect Chinese customs and habits.**

(二) 遵守学校的相关规章制度和纪律；

- **Comply with GPNU rules and regulations.**

(三) 尊重学校的教师和工作人员；

- **Respect the teachers and the staff in GPNU.**

(四) 维护和增进各国同学之间的友谊和团结；

- **Maintain and promote friendship & unity among students from different countries and cultures.**

(五) 严禁在校内进行传教和宗教聚会等活动；

- **Absolutely no religious activities on campus.**

(六) 努力学习，认真完成学习任务。在校学习期间不得就业、经商、或从事其他经营性活动。

- **Study hard and finish all the required studies. Do not get employed or participate in any commercial business activities.**

(七) 严禁赌博、酗酒、打架斗殴、吸毒、贩毒以及其他干扰学校教学、科研和生活秩序的行为。

- **It is strictly prohibited to gamble, drink excessively, fight, use or sell illegal drugs and other activities that disrupt the good order of society.**

三、来华留学生报到注册须知 **Admission and Registration Procedures**

(一) 新生报到手续：Procedures for New Students' Registration

1. 留学生应在录取通知书规定的时间内到校报到。逾期者即失去入学资格。

International students shall register in GPNU before the date of the Admission Notice. Those who fail to register on time will not be permitted to enroll.

2. 交验入学通知书、来华签证申请表（JW202表）及护照。

Present the Admission Notice, JW-202 form and valid passport at Admission Office.

3. 交五张本人二寸正面免冠照片,办理有关证件。

Turn in five two-inch photos.

4. 按要求填写入学登记表及其他材料。

Turn in all properly filled out required registration documents.

5. 每学期报到前,需交齐学费、住宿费等费用。私自离校和因自身原因按规定被学校开除学籍或因触犯刑律不能继续学习的,所缴学费、住宿费不予退还。

Tuition and accommodation fees shall be fully paid before registration. They will not be refunded if student is expelled from school or departs without prior authorization.

6. 来华学习半年或以上者,需提交公立医院体检的《外籍、港、澳、台人员体格检查记录》原件。

Those students who will study in GPNU for more than 6 months should hand in the *Physical Examination Record for Aliens and the Personnel Form Hong Kong Macau and Taiwan.*

(二) 在校生注册程序 Procedures for Old Students' Registration

在校学生须在学校规定的注册时间内持护照、临时住宿登记表、学生证到国际教育学院招生办公室办理注册手续,需延长居留期限的学生必须交齐学费、医保、住宿费等费用后,方可持护照、学校开具的证明、临时住宿登记表等文件去出入境管理处办理居留许可延期,所需费用自理。开学两周内未办理学期注册手续者,视为自动退学。

Current students shall register before each new semester. When registering be sure to bring passport, *Registration Form of Temporary Residence for Visitors* and student ID card. Those students who need to extend the residence permit should fully pay the tuition and accommodation fees first; then go to the Department of Entry and Exit

Administration of GZ Public Security Bureau with all the documents above including the certification from GPNU. Expenses incurred will be paid by students themselves.

Without GPNU consent, international students who fail to register in the first two weeks of a new semester will be considered withdrawn from GPNU.

四、申请居留许可 **Applying for Residence Permit**

1. 申请居留许可的要求 **Requirements for applying for Residence Permit**

(1) 签证、停留居留证件有效期，不得超过申请人护照的有效期。

The valid period of the applicant's visa or residence permit shall not exceed the validity period of the passport.

(2) 留学生至少在签证过期前的一个月来办公室申请新的签证

Students shall apply for residence permits one month prior to the expiration of their residence permit.

(3) 留学生交齐学费、住宿费、保险费后，需将银行缴费回执单交到招生办公室。

Hand in all bank payment slips to the admission office, including tuition, accommodation and medical insurance fees, etc.

2. 申请居留许可所需材料

Documents needed for applying for residence permit:

(1) 广东省外国人签证数字相片采集回执

Receipt of China Visa Photograph for Foreigners in Guangdong Province

(2) 境外人员临时登记住宿表 **Registration Form of Temporary Residence for Visitors**

(3) 体检报告结果 **Physical qualifications results (Only the first registration needed)**

五、办理有关证件 Identification Documents

(一) 学生证 Student ID Card

新生注册后将由国际教育学院统一发放广东技术师范学院学生证。学生证是留学生的身份证明，要随身携带，不能转借。如果丢失，一定要及时补办。补办时，需交二寸照片一张。

After registration, every students will be issued a GPNU Student ID Card. It is an important document, carry student ID card with you at all times. Lending and borrowing the student ID card are prohibited. If the card is lost, you must come to the admission office with a two-inch photo and apply for a new one.

(二) 在学证明 Student Verification Document

来华留学生在学证明国际教育学院招生办公室办理。

GPNU will provide a Study Certificate for International students. Please come to the admission office to apply.

(三) 成绩单 Transcript

来华留学生毕业、结业时学校将提供成绩单，请到国际教育学院教务办公室办理。

International students will receive transcripts upon graduation or certificate for completion of their study program.

(四) 离校手续 Departure Procedure

留学生学习结束，请于离校前十五天内凭学生证到国际教育学院办理如下手续：

All departure procedures must complete within 15 days graduation or completion

of study program.

1. 办理学生证的注销手续。

Cancel your Student ID card.

2. 持离校手续单到学校图书馆办理借书证销号退证手续。

Cancel your library card.

3. 如住在留学生宿舍，须按规定办理退房手续。

Check out of students accommodation.

4. 领取成绩单及学业证书。

Receive your transcripts, graduation or degree certificates from teaching affairs office.

六、留学生教学管理规定 **Regulations for Teaching & Study**

(一) 语言留学生 **Language Students**

1. 留学生开课前一周到国际教育学院领取课程表并领取（购买）教材。

International students should go to the International Education School to get their class schedule one week before the class starts. All students get their first class textbooks free with a ticket issued from the admission office.

2. 一般情况下，每学期开学的第一个月内接受调班申请，每位留学生每个学期只可调班一次，请到国际教育学院教务管理办公室办理相关手续。

International students can submit a class transfer application to the teaching affairs office within the first month of each semester. Each student may only make one change per semester.

3. 留学生应按时上课、交作业、考试，不得无故缺席、迟到、早退。因故不能上

课时，应向所在班的导师请假。留学生每月请假不能超过 4 天；每学期请假不能超过 10 天。留学生请假需填写请假申请表，连续请假 3 天以内由导师批准，3 天以上 10 天以内的，由国际教育学院教研室主任批准，超过 10 天的由国际教育学院院长批准。所有经签名批准的请假按照出勤计算，未经批准的，一律按照旷课处理。出勤率低于 80%者，会影响居留许可的延期。

International students are required to attend class, hand in homework, and participate in exams on time. Do not be absent from class, come to class late and leave early without acceptable reasons.

Those who ask for leave shall get permission. Maximum days for leave in one month: 4; maximum days for leave in one semester: 10. When ask for leave, you must complete *International Students Application Form for Leave* at Teaching Affairs Office. Three days or less may be approved by your tutor. From 3 to 10 days approval must come from the Teaching & Research Office Director. For more than 10 days, approval can only be granted by the Dean of the school. Approved leave will not be counted as an absence from classes, unapproved leaves will be counted as absence. Those international students with an absent rate of 20% or more per semester will have a difficult time in renewing their VISA.

4. 考勤、成绩优秀的留学生，根据《广东技术师范学院来华留学生奖学金评选细则》，可以申请广东技术师范学院来华留学生奖学金。

Those students who are excellent both in attendance and academic achievements can apply for the International Students Scholarship according to the “Detailed Selection Regulations for the International Students Scholarship of GPNU”.

5. 按时上课、交作业、考试的留学生，完成规定课程的学习，成绩合格者，学业结

束时可向国际教育学院申请办理结业证。中途辍学者，只提供学习证明。

Those who attend class, hand in homework, participate in exams on time and finish all required courses with “pass” academic results can apply for a Completion Certificate at the Teaching Affairs Office at the end of the semester. Those students who drop out in the middle of the study can only be given an Attendance Certificate.

(二) 学历留学生 Students in Majors

1. 被接收到国际教育学院进行专业学习的留学生，应在开课前到国际教育学院教务管理办公室领取课程表并购买教材，留学生须根据培养方案规定的学制和教学计划参加学习。

Those international students who have been accepted by the university to study in majors should go to the Teaching affairs office to get their class schedule and buy textbooks before class starts. International students must study according to the academic system and teaching plan set by GPNU.

2. 学历留学生在国际教育学院学习期间应严格遵守《广东技术师范学院来华留学本（专）科生学籍管理规定》。

International students in majors must strictly comply with *Regulations for the International Undergraduates / Junior College Students at GPNU.*

3. 考勤、成绩优秀的留学生以及优秀的新生，符合《广东技术师范学院来华留学生奖学金评选细则》、《广东省政府来粤留学生奖学金管理暂行办法》的相关要求，可申请留学生奖学金。

Those students, including current students and new students, who are excellent both in attendance and academic achievements as well as conform to the *Detailed*

Selection Regulations for the International Students Scholarship of GPNU and the requirements of Guangdong Government Outstanding International Students Scholarship can apply for the scholarships.

七、外国留学生宿舍管理规定 Regulations for International Students'accommodation

(一) 留学生入学时须一次性付清一学年或一学期的住宿费，并在办理入住手续时交纳房间物品及水电费押金。

Students can pay accommodation fees by academic semester or year in one installment. Upon check-in, students need to pay a deposit for all room furniture, power and water.

(二) 留学生住进宿舍前需对房间配备的物品进行核对，并在《留学生房间物品清单》上签名确认。

Students should inventory all room furniture according to the *List of Facilities* before signing and moving into the room. Any damages or losses will be compensated by the students.

(三) 留学生宿舍仅限留学生本人使用，不得私自留宿他人或转租自己的床位（房间）。即使在外出或返回所在国期间，也不得将房间或床位借给他人。

International students are not allowed either to accommodate a guest in the apartment overnight or to rent his/her bed/room to someone else. During the time

when students live off campus in the holiday season, it is not allowed to lend rooms to others too.

(四) 不得利用宿舍从事宗教、赌博、酗酒、打架、贩卖(吸食)毒品及违反中国法律和校规的活动。

It is strictly prohibited to have any religion activities, gamble, drink excessively, fight, use or sell illegal drugs and other activities that disrupt the good order of society.

(五) 遵守道德规范, 养成文明习惯。保持宿舍楼内外清洁, 不得胡乱摆放物品。

Students shall keep rooms and corridors clean. Room furniture must be kept in rooms at all times. Dispose of all garbage in its proper place.

(六) 保持留学生公寓楼的安静, 不得在留学生公寓楼内从事影响他人学习和休息的活动。

Housing quiet hours must be observed during rest times. Students are not allowed to hold activities that may disturb others. Additionally there is No gambling, fighting and alcohol or drug abuse.

(七) 不得损坏、拆卸、改装、搬迁宿舍楼及房间内的物品, 不得对房间内外进行涂抹, 对违反者除责令恢复原状、照价赔偿外, 并视情节给予相应处分。

It is forbidden to disassemble, fix, or paint room furniture or walls .Punishment will be given to the offender according to the situation.

(八) 为保证留学生的安全，留学生的锁门和熄灯的时间为晚上 11:30，如一学期超过三次晚归且屡教不改、行为恶劣者，则劝其搬离宿舍。

The porters will lock the dormitory gate and turn off the lights at 11:30 pm. If you come back late for three or more times, which is recorded, the porters will report it to the school. Those who are repeatedly negligent will be asked to leave the dormitory.

(九) 留学生应遵守以上宿舍管理规定及配合宿舍管理员的工作，如不服从管理、行为恶劣者，则劝其搬离宿舍。

Please obey the above rules and cooperate with the porters of the dormitory. Those who break the rules will be asked to leave the dormitory.

(十) 毕(结)业离校时或搬离宿舍时，须交回宿舍钥匙，如已结清水电费及未损坏物品，住宿押金全额退回。

The room key should be returned when students leave housing or depart GPNU. The deposit will be returned to the students without damage of the future and pay all the bills.

八、保险 Insurance

中国教育部规定各高等学校要求来华学习时间超过六个月的留学生(含按原学习计划继续学习超过六个月的学生)必须购买团体综合保险，作为其办理新学期入学注册手续的必备材料。

According to the regulations of China's education ministry, all the institution of higher education must insure that international students studying in China for over six

months shall buy comprehensive insurance in Chinese mainland, as one of the necessary materials of the international students' new semester registration.

1. 来华人员综合保险收费标准 Charging Standard of Medical Insurance

收费标准：保险费 6 个月：400 元，12 个月：800 元。来华留学生提供护照复印件一份。

The insurance premium: 400 Yuan for 6 months, 800 Yuan for 12 months.

International students shall provide a copy of passport upon application.

2. 来华人员综合保险保障计划简表

保障项目	保险金额	保障范围
身故/残疾	10 万元	因意外伤害事故或疾病身故/意外残疾，将累计给付身故/意外残疾保险金；
意外伤害医疗	2 万	因意外伤害事故需门诊治疗，发生的医疗费用，就其事故发生之日起 180 日内实际支出的按照当地社会医疗保险部门规定可报销的、必要的、合理的医疗费用给付医疗保险金；
住院医疗保险责任	40 万	被保险人因意外伤害事故或因疾病，经医院诊断必须住院治疗，就其实际支出的合理住院医疗费用，按 100% 给付住院医疗保险金。 温馨提示： 被保险人在本次投保前发生重大疾病或慢性病的，保险人不承担给付保险金的责任。
门诊医疗保险责任	2 万 (起付线 2000 元)	被保险人可致电 4008105119 转 1 进行医疗咨询，需门诊治疗发生的医疗费用，我们按照当地社会医疗保险部门规定可报销的、必要的、合理的医疗费用，超过人民币 2000 元以上部分按 85% 的比例给付门诊医疗保险金，且每次门诊费用日限额 600 元。 温馨提示： 被保险人在本次投保前发生重大疾病或慢性病的，保险人不承担给付保险金的责任。

<p>全程医疗管理 紧急医疗救援</p>		<p>需要就诊或住院时，请拨打电话：4008105119 转 1，救援公司将为您提供相应的医疗、医院咨询及医疗费用垫付或担保等服务。</p>
Coverage	Insured amount	Scope of insurance coverage
Death/Disability	RMB100,000	In case of death/accidental disability due to accidental injury or disease, we will provide accumulative insurance benefit for death/accidental disability.
Medical treatment for accidental injury	RMB20,000	If outpatient treatment is required due to accidental injury and medical expenses are incurred, we will provide medical insurance benefit for the actual medical expenses considered as reimbursable, necessary and reasonable by the local social medical insurance department within 180 days after the accident.
Inpatient medical insurance liability	RMB400,000	If the insured must be hospitalized after diagnosis of hospital due to accidental injury or disease, we will provide inpatient medical insurance benefit equal to 100% of the actual and reasonable medical expenses. Kindly reminder: If the insured suffered from critical disease or chronic disease before buying this insurance, the insurer shall be released from its liability to make payments.
Outpatient medical insurance liability	RMB20,000 (Starting line RMB 2000)	If the insured calls 4008105119 EXT 1 for medical consultation due to disease, and medical expenses are incurred by outpatient treatment, we will provide outpatient medical insurance benefit equal to 85% of the excessive part of medical expenses beyond RMB2,000 considered as reimbursable, necessary and reasonable by the local social medical insurance department. And the limit for each outpatient fee is RMB600. Kindly reminder: If the insured suffered from critical disease or chronic disease before buying this insurance, the insurer shall be released from its liability to make payments.
Whole-process medical management Emergency medical rescue		If the insured needs to see a doctor or be hospitalized, please call <u>4008105119 EXT 1</u> . The rescue company will provide you with the corresponding consulting, advanced payment of medical expense, guarantee and other services.

九、生活指南 Life Guide

(一) 邮政服务 Mail Service

学生可以在邮局寄发平信、挂号信、航空信件和 EMS 特快专递，校内的 KK 便利店也提供申通快递服务，学生可以选择自己需要的服务。广东技术师范学院的通讯地址为：中国广东省广州市天河区中山大道西 293 号广东技术师范学院国际教育学院邮编：510665。

Students can go to the China Post to send your ordinary mail\registered letter\airmail letter or EMS express delivery. The KK shop on campus also provides ShenTong/Shunfeng/Yuantong express delivery services, students can choose the service. School's mail address is as follows:

School of International Education, Guangdong Polytechnic Normal University,
No. 293 Zhongshan Ave.,
Tianhe District,
Guangzhou, Guangdong Province,
China. P.C.: 510665

(二) 火车票及飞机票 Train & Plane Tickets

留学生可以通过携程网在线预订火车票、高铁票、飞机票、酒店，同时也有一些其他的网站可以在线预订。

Train tickets can be purchase in any railway station or online at a variety of websites. CTRIP for example provides reservations for flights, hotels and train travel.

(三) 中国货币 Chinese Currency

在中国只能使用人民币。人民币的单位是元，辅币是角和分，缩写符号是 RMB。常用面值的纸币有 100 元、50 元、20 元、10 元、5 元、2 元、1 元、5 角、2 角、1 角，

硬币有 1 元、5 角、1 角。

The currency of the People's Republic of China is Renminbi (RMB). The basic unit of RMB is Yuan, and the fractional currency is Jiao (or Mao) and Fen. Jiao is 0.1 of Yuan, and Fen is 0.01 of Yuan. The face values of the banknotes commonly used are 100, 50, 20, 10, 5, 1, 1/10 Yuan. The face values of commonly used coins are 1 Yuan, 5 Jiao, 1 Jiao.

(四) 银行服务 Currency Exchange & Other Banking Services

英镑、港币、美元、欧元、日元、加拿大元、澳大利亚元等外币都可以兑换成人民币。我校附近有一家中国银行（电话：020-85665612）可以办理人民币和外币的兑换及存款等业务。另外学校附近的枫叶路也有多家银行，包括广东农商银行、中国建设银行、中国农业银行、中国工商银行、邮政储蓄银行等，最靠近学校的广东农商银行步行仅需 8 分钟路程。

The following currencies can be easily exchanged into RMB: British pound, Hong Kong dollar, U.S. dollar, Euro, Japanese yen, Canadian dollar, Australian dollar, etc. Bank of China near the school can handle currency exchange and saving account services. The Fengye Road near our school also has many banks, including GRC Bank, CCB, ABC Bank, ICBC Banks, China Post Bank, etc. The GRC Bank which is the closest to the school is only an 8 minute walk.

(五) 旅游 Travel

留学生可以选择假期出外旅游。外出旅行时，一定要带上护照，注意安全，并要保管好证件和贵重物品。旅行只能在周末、节假日或寒暑假里进行，并需要提前知会你的导师。学习期间不能请假外出旅行。

For international students who would like to travel, passport is always required to

be with you. Pay attention to your personal security and take good care of your credentials and belongings. International students may travel during weekends, holidays, and winter or summer vacations, but can't ask for leave during the period of study. Those who want to travel should inform your tutor before you go.

(六) 紧急联络电话 Emergency calls

In case of any accident, please call the police immediately. At the meantime you need also report it to the school. We will offer our immediate help.

The emergency numbers are:

匪警 Police: 110

火警 Fire Services: 119

交通事故报警 Traffic Accident: 122

急救中心 First-aid Center: 120

学院电话 office of school: 38265465、38256908

附录：广东技术师范学院平面图 Map of GPNU

