[English section of handbook only]
# Table of Content

**General Situation of CICE, Hainan University** .......................... 22

**Academics** ........................................................................... 23

  Academic Schedule .............................................................. 23

  Length of Study Limitations ............................................... 23

  Classes Requirements ......................................................... 24

  Registration ........................................................................... 25

  Discipline of classroom ....................................................... 26

  Attendance & Excused Absences ......................................... 27

  Examinations & Grades ....................................................... 28

  Honor Code .......................................................................... 29

  Graduation, Completion of Program & Degrees ................... 29

  Awards and Penalties ......................................................... 29

  Procedures for Obtaining Pertinent Documents .................... 30

  Procedures for Leaving the University ................................. 31

**Expenses** ............................................................................ 32

  Tuition and other related fees ............................................. 32

  Rules for Payment of Tuition ............................................... 33

  Housing Expenses .............................................................. 34

**Visas and Residence Procedures** ........................................... 34

  Visas & Residence Permits ................................................... 34

  Obeying the Laws of China & Pertinent Regulations ............. 38
Guide for Living in Hainan University.......................... 39
Host Institution: Hainan University .............................. 39
Housing................................................................. 40
Restaurants.......................................................... 41
Internet Access...................................................... 41
Library Card......................................................... 42
Local Transportations............................................. 42
Medical Services.................................................... 43
Banking Service..................................................... 43
Post Office............................................................ 44
Sport Facilities...................................................... 44
Telephones.......................................................... 45
Shopping............................................................. 46
Residence Regulations........................................... 47
Rules of Conduct................................................... 50
Travel ................................................................. 50
General Situation of CICE, Hainan University

Hainan University, financially supported by the Ministry of Education and Hainan Municipality, is the only key and comprehensive university in this province. It’s one of the 22 Chinese Teaching Centers designated by the Overseas Chinese Affairs Office of the State Council of China. Since 1996, it has accepted thousands of international students from over 20 countries and regions and been well received for its reputation and teaching results. College of International Cultural Exchange undertakes the tasks of international students’ enrollment, management, teaching of Chinese as a foreign language, and international cooperation and exchange. It offers quite and comfortable studying and living environment, well-equipped classrooms, flexible teaching methods, and applied teaching contents. It focuses on improving students’ language skills and communicative competence.

1. CICE assigns one or two Chinese undergraduates majoring in Teaching Chinese as a Foreign Language to each international student as one-to-one language partners.

2. Each semester, CICE offers related practical culture courses, such as, lectures on shadow boxing, on Chinese calligraphy, and on folk traditional handicrafts. There’re practical language courses as well, such as, cultural trips, parties for promoting friendship between Chinese and International students, speech competitions, and writing competitions.

3. There’re colorful extracurricular activities with Chinese students, such as, swimming games, rope skipping games, basketball games, and singing competitions, etc.

4. CICE organizes international students to visit places of interest.

Address: International Students Office, College of International Cultural Exchange, Hainan University, No.58 Renmin Avenue, Haikou, Hainan Province, 570228, P. R. China
Tel: 0086-898-66286676/66263581
Fax: 0086-898-66286672
Website: http://www.hainu.edu.cn/guojiwenhua/
E-mail: fso@hainu.edu.cn xumiaogjxy@yahoo.com.cn
Academics

Academic Schedule

Hainan University's academic year is divided into two semesters: Fall semester and Spring semester.

Fall and Spring semesters are generally 18 weeks each, with the last two weeks of each semester designated as review and testing periods. The Hainan academic year and fall semester usually begins in September, and spring semester generally begins in March.

Summer vacation begins in early July. Winter vacation follows the schedule of Chinese Hainan Year, which varies from year to year. Therefore, winter vacation at Hainan University also varies each year, but it usually extends from ten days before Chinese Hainan Year to ten days after Chinese Hainan Year. In total, winter vacation usually lasts about four weeks.

For more specific details on this semester’s schedule, please consult the academic calendar.

Length of Study Limitations

Graduate students may study at Hainan University for three years, undergraduates may study for four years, and visiting students may generally stay for one year.

Students can apply to graduate early or extend the length of their study. Undergraduates may extend their studies to six years total, while visiting students may extend their studies to two years total.
Classes Requirements

Shortly after arrival, international students should promptly find out the courses and number of units required for his or her program, in addition to the sequence in which these classes should be taken. In principle, international students and Chinese students are in the same classes and have the same requirements for graduation.

Classes at Hainan University can be divided into three categories: compulsory courses controlled elective courses, and general elective courses.

**Compulsory Courses** are courses which students must take in order to graduate.

**Controlled Elective Courses** are those offered by individual departments. Enrollment in these courses is open to students of each individual department and may be used to fulfill unit requirements. These courses may be freely selected by student.

**General Elective Courses** are available for all students. Students have a great amount of freedom in choosing elective courses according to their interests and passions, as long as they select an appropriate number of units each quarter.

Since specific requirements for each department vary, students should consult an academic advisor from their department when selecting courses. An advisor from your department will be better equipped to help you draft a reasonable and effective plan for selecting your courses and fulfilling requirements.

**Graduation Requirements For Undergraduates:**

* Complete the unit and class requirements for your major.
* Finish a graduation thesis or graduation project.
* The total units required varies between different majors. To find out the units requirement for your area of study, contact your
departmental office or the Division for International Students Office.

**Graduation Requirements For Graduate Students:**
* Completion of program class and unit requirements.
* Up to standard grades
* Successful completion of dissertation and presentation
* Unit requirements vary depending on the department. For assistance, seek information from your advisor, who should also be actively involved in your course selection and thesis completion.

**Study Requirements for visiting Students:**
* Students participating in research in any department at Hainan University must have at least 6 hours of classes within their department. With the approval of the department director of studies, once classes within their department are chosen, students may add up to 4 hours of study in classes outside of their department. Procedures for choosing classes are the same as those for undergraduates.

* **Chinese Language Students** at the College of International Cultural Exchange must take a course load of at least 18 academic hours every week.
* **General Visiting Students** who fail to attend over a third of their classes will not be eligible to receive a certification of research.

**Registration**

Students should arrive on time according to the registration dates on the Letter of Admission. All students shall register and pay for all fees in the Foreign Students Office within one week from the day of term beginning. Without records of tuition paid in full, students may not register. If for some reason a student can not register on schedule, he or she must ask to take a leave of absence. Those who do not take a leave
of absence, do not receive approval to take a leave of absence, or do not register in time are considered to be skipping class (an unexcused absence). Those who still have not registered for more than two weeks after the appointed time must leave the university, which will cancel their status as a student.

The following documents are needed for registration: Letter of Admission, JW202 form, Physical Examination Record for Foreigners, Passport and its copy, valid visa and its copy, and 8 recent passport-size photos (2 * 1 inch, half-length, full-faced and bareheaded). Students shall pay tuition, accommodation, registration and insurance fees in RMB cash for one term or one academic year. The Foreign Students office will issue the certificate of enrollment, student identity card and school badge to students after registration.

After registration, Chinese language students shall take a placement test of Chinese according to the notified time and place. The college will classify students into different classes and post class rosters according to the test results, after which they may purchase textbooks.

**Discipline of classroom**

Students should study hard and complete the required courses. Students are expected to be fully aware of the class rules. Regular attendance and successfully fulfill their study are required. Students are not allowed to go out of the classroom freely during the class hours. Smoking and eating are forbidden during the class hours. Students should respect teachers and be friendly to each other. Problems can be solved through negotiation, violence is forbidden.

Students are forbidden to obtain employment illegally. However, they can apply for part-time jobs on campus according to the university’s regulations.
attendance & excused absences

attendance
attendance is generally taken for all lectures, tests and examinations, and other academic activities. Students should always be in attendance and if a student need to miss class, he or she should request an excused absence in advance.

missing class without a previously granted excused absence will be considered skipping class(unexcused absence). The university will penalize students with unexcused absences according to university policy.

Those who miss more than a third of their total classes for any given course, will be disqualified to take the final test for that class and will receive a failing grade.

excused absences
in order to better serve you and in accordance with university policy, students must seek approval of absence from the foreign students office. You will need to inform them of your reason for missing class and of your scheduled activities while you are gone.

directions for obtaining excused absence approval
1. fill out an “excused absence form” in the foreign students office.
2. the excused absence form must be signed and stamped by your respective department and should be filed at your department office.
3. after receiving approval for absence, report to the foreign students office.

leave of absence restrictions
1. Those undergraduates who are ill for an extended period of time (at least a third of an academic quarter), should apply to their department, the Dean’s Office, and the Foreign Students Office for permission to take a leave of absence. During this leave of absence, the sick students should return to their home country for treatment. If he or she returns to be healthy and comes back with a doctor's note, the student can resume his or her studies. If the student is still ill after a leave of absence, he or she will be withdrawn from the school.

2. General Visiting Students who accumulate over a month of excused absences will be withdrawn from the school.

3. Graduate Students and undergraduates who accumulate excused absences exceeding a third of the academic quarter (and do not apply to stop out) will be withdrawn from the school.

Examinations & Grades

Examinations
Foreign students must take all quizzes and/or examinations required for their courses. If they have to miss an exam, they must ask permission from the department office for a time to retake the test. Those who were not given permission ahead of time to miss an exam will receive a zero for their grade on that particular exam.

Grading Assessment
Grades will be given by percentages. Scores above 60% will count as a passing grade. Some classes are to be taken on a pass/fail basis. Passing grades will be counted for credits. Classroom participation, performance, homework, quiz and midterm grades all count towards the cumulative final grade. The final exam is only a part of the final grade.

If a student fails a compulsory course or controlled elective course, he or she must retake the failed course. If it is a general elective course,
the student may select to retake the course. Undergraduates may retake a course no more than twice. The final grade for any repeated course will be from the last time the student enrolled in that class.

**Honor Code**

During examinations, quizzes, and work done privately, acts of academic dishonesty including cheating or forging will be severely punished according to the university regulations.

More specific guidelines regarding examination can be found in the Undergraduate Students’ Handbook of Hainan University.

**Graduation, Completion of Program & Degrees**

Graduation certificates and degrees of bachelor and master will only be awarded to undergraduate and graduate students who have completed their programs of study, including all required classes, total required credits, and must successfully defend their thesis as well.

Undergraduates who have not fulfilled the requirement for total required credits by the end of their study program will only receive a certificate of program completion. Graduate students who do not pass their thesis defense will also only receive a certificate of program completion.

Undergraduate and graduate students who withdraw from the school after having completed at least one year of courses and having followed university guidelines for leaving the school will receive a certificate of higher education study.

Chinese language students who complete their programs will receive a certificate of study.

**Awards and Penalties**
Students are presented with commendations and awards for following the honor code and academic excellence.

Students who disobey Chinese laws and the university regulations, damage public facilities, participate in physical fights or commit other unfavorable acts, will be warned, strongly reprimanded, receive a mark on their records, put under close observation, suspended, or expelled, all depending upon the severity of the act.

Foreign students who are put under close observation and show marked progress within a year can have this punishment removed. Students who do not show progress will be dismissed from the school and required to go back to their home country.

Severe punishments will not only be announced to the student, but also the student’s embassy in China, representative organizations, or family head, all according to the needs and appropriateness of the situation.

If a student violates Chinese laws, public security administration will deal with the perpetrator according to the Chinese laws, and Hainan University will also give suitable punishments.

**Procedures for Obtaining Pertinent Documents**

**Student Identification Card**

After registering, each student will receive a student ID card of Hainan University from the Foreign Students Office. If it is lost, please return to the Foreign Students Office for another. Additional cards require 5 working days to process.

Student ID card is very important and should be on your person at all times. You may not lend or borrow it. If you lost it, you must get a new one as soon as possible.

**Certificate of Study**
The Foreign Students Office of Hainan University can provide Chinese or English “Certificate of Study” documents upon request. Every copy requires 5 working days to process.

**Transcript**

Upon graduation or finishing one’s program, Hainan University will give every foreign student an official copy of his/her transcript. If graduate students and undergraduates need additional transcript copies, they should go to the Office of Graduate Studies or the Office of Academic Affairs to submit their request. If Chinese language students need additional transcript copies, they should apply for them at the Foreign Students Office, it also requires 5 working days to process.

**Procedures for Leaving the University**

Students who are going to leave the university (including transferring to another university, suspension of studies, withdrawal and graduation) should bring their student ID cards to the Foreign Students Office a week before they leave the campus in order to obtain the “Leaving the University Form”. The following are procedures for leaving the university:

1. Follow the guidelines for canceling your student ID.
2. Take the “Leaving the University Form” to the university library and follow the procedures for canceling your library card.
3. Settle all financial affairs with the university registrar.
4. If you live in the foreign student building, you should follow their guidelines for checking out.
5. Obtain your transcript and degree certificate at the Foreign Students Office.
6. All students must leave the university within 15 days after graduation or completion of study program.
7. Failure to complete the procedures for leaving the university will result in a student’s ineligibility to receive his or her certificate of study, transcript, and degree certificate.

**Expenses**

Prices in this handbook are given in RMB. For any changes in figures, please consult the newest publication of Hainan university.

**Tuition and other related fees**

1. Application, Registration and Tuition fee

<table>
<thead>
<tr>
<th>Types of students</th>
<th>Application fee</th>
<th>Registration fee</th>
<th>Tuition fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chinese Language students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term students</td>
<td>250yuan</td>
<td>410yuan</td>
<td>13200yuan/academic year (6600yuan/semester)</td>
</tr>
<tr>
<td>Short-term Chinese Language programs/Culture programs</td>
<td>250yuan</td>
<td>410yuan</td>
<td>620yuan/week</td>
</tr>
<tr>
<td>One-to-one Chinese Language courses</td>
<td>250yuan</td>
<td>410yuan</td>
<td>100yuan/hour</td>
</tr>
<tr>
<td><strong>Major students</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ordinary students/postgraduates</td>
<td>250yuan</td>
<td>410yuan</td>
<td>16500yuan/academic year</td>
</tr>
<tr>
<td>Advanced students</td>
<td>250yuan</td>
<td>410yuan</td>
<td>18150yuan/academic year</td>
</tr>
<tr>
<td>Undergraduates</td>
<td>250yuan</td>
<td>410yuan</td>
<td>14850yuan/academic year</td>
</tr>
</tbody>
</table>
2. Accommodation fee in the foreign students building:

<table>
<thead>
<tr>
<th>On-campus Lodging</th>
<th>Room Facilities</th>
<th>Public Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room</td>
<td>1.private bathroom</td>
<td>1.shared washing machine</td>
</tr>
<tr>
<td>25yuan/day</td>
<td>2.air-conditioner</td>
<td>2.cafeteria</td>
</tr>
<tr>
<td></td>
<td>3.telephone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.wardrobe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5.ADSL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6.desk and chair</td>
<td></td>
</tr>
</tbody>
</table>

3. Textbook fee: It depends on what you would buy.

4. Comprehensive medical insurance: 500yuan/year (All the students should pay for this item)

5. Other information:

<table>
<thead>
<tr>
<th>Off-campus Lodging</th>
<th>After studying at CICE for half a year, international students will be able to communicate with local residents. They can rent apartments near the school so as to learn about Chinese culture and folk custom. The rent may be 700yuan per month.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living expenses</td>
<td>Prices in Haikou are stable, so the average monthly living expense of one international student is around 800-1000yuan RMB.</td>
</tr>
</tbody>
</table>

**Rules for Payment of Tuition**

1. Self-financed students must have guarantor in China for urgent affairs and reliable finance guarantee to pay for all kinds of fees during the study period.

2. Students should pay tuition fee, registration fee and insurance fee in full before registration. Those who study more than one academic semester, but not a full year, should pay a year's full tuition. Those who study one academic semester or less should pay for a semester's tuition.

3. Students who are late in paying tuition must fill out an application, which must be approved by Dean of the College. Once approved, students will have to pay a late fee of 5% of the tuition fee in
addition to the original price.

4. No refunds are available for withdrawal once the tuition fee has been paid. Generally, there will be no deduction of tuition fee for late enrollment.

5. If permission is given for a foreign student to take a leave of absence, tuition for the period of absence will not be returned. It will be extended to the academic quarter in which the student returns to the school.

**Housing Expenses**

1. Students living in the foreign student building should pay for the full housing expenses for one term at the beginning of each term.

2. When the students leave the university, they should pay for the housing expenses according to the exact dates for lodging. Students who travel during the school period should pay for the full housing expenses.

3. Failure to pay for housing will result in a late fee of 5% of the price in addition to the original price. Those who do not pay for the housing expenses will not be allowed to live in the building.

4. Students who need to keep their rooms during winter and summer vacations should pay for RMB 10 yuan per day.

5. Students living off-campus should also promptly pay rent in order to avoid unnecessary trouble with the law.

**Visas and Residence Procedures**

**Visas & Residence Permits**

Visas and residence permits are important documents for foreign students to successfully and safely complete their studies without major concern. Procedures for obtaining and extending them can be
complicated. Therefore, please read carefully the following information and direct all questions to the staff in the Foreign Students Office to ensure that you do not encounter any visa or residence permit problems.

**Visa**

1. **Different Kinds of Chinese Visas**

   Foreign students studying in China should hold a general passport and either a study visa (“X”) or a visiting visa (“F” – for students studying for less than 6 months). If a student has come with other visa, he or she must promptly change it to a study visa.

2. **Extending Spouse & Children of Foreign Student’s Visas**

   Foreign student's spouse and children can apply for companion study “L” visa. You should extend their visas before the visa expires at the Entry - Exit Department of Haikou Public Security Bureau. However, their visas may not be extended longer than your own visa or residence permit.

**Residence Permit**

1. **Applying for a Residence Permit**

   A. **Who should apply?**

      Students who possess an “X” visa and study more than 6 months should apply for a “Foreigner Residence Permit”.

   B. **When should I apply?**

      Students with study (“X”) visas should apply within 30 days after they arrive in China.

   C. **How do I apply?**

      Lodging registration for foreigners: Students should fill in the “Registration form of Temporary Residence” and show their passports to apply for “Foreigner Lodging Registration Paper” at the local police station within 24 hours after they arrive in Haikou.

      Students should observe the following for health inspection
verification:

New students from abroad need to show proof of physical examination and go to Hainan Entry–Exit Inspection and Quarantine Bureau for verification. Those who obtain verification will receive a health certificate from the bureau.

☆ If you do not gain health verification, you must repeat the physical examination until you can receive the health certification.

Students who were confirmed to carry entry–forbidden diseases by Chinese laws shall leave China for home immediately.

Students should bring their student ID card, passport, and a passport–size picture to the Foreign Students Office and fill out a “Visa and Residence Permit Application Form”. Then, students should bring the following documents to Haikou Public Security Bureau:

* Visa and Residence Permit Application Form
* A letter from the Foreign Students Office of Hainan University
* Application Form for Foreign Students Studying in China (the yellow page of JW202 Form)
* Letter of Admission into Hainan University
* Passport plus a copy of passport and a copy of visa
* Foreigner Lodging Registration Paper from the local police station
* Health Certificate(from Hainan Entry–Exit Inspection and Quarantine Bureau)

2. Expiration Date of Residence Permit

The length of residence permit is generally the same as the length of study for foreign students at Hainan University. The Foreign Students Office provides the letter for students according to the study period they have paid for the tuition. The residence permit will not be effective beyond the expiration date of one’s passport.
3. Changing Your Residence Permit
   A. Who should apply?
      Students for whom the information on their residence permit needs updating (address, passport number, hosting organization / school, etc).
   B. When should I apply?
      Whenever there is a change in your pertinent information, you should apply within 10 days.
   C. How do I apply?
      Students should bring their student ID, passport, residence permit, and a passport size picture to the Foreign Students office and fill out a “Visa and Residence Permit Application Form”. Attach the picture to the form and have the form stamped with the Foreign Students office’s seal. Bring this completed form, your passport, and residence permit to Haikou Public Security Bureau to update your permit.
   D. What will happen if do not update my permit?
      If you do not promptly update your permit, then according to government law, you will be fined.

4. Residence Permit Extension
   A. Who should apply?
      Students who wish to continue studying at Hainan University after their residence permits have expired.
   B. When should I apply?
      Two weeks before the residence permit expires.
   C. How do I apply?
      Students should bring their student ID, passport, residence permit, and a passport size picture to the Foreign Students Office and fill out a “Visa and Residence Permit Application Form”. Those who have not paid tuition, should pay tuition before seeking a permit extension. Attach the picture to the form and have the form stamped with the
Foreign Students Office’s seal. Bring this completed form, your residence permit, and passport to Haikou Public Security Bureau to extend your permit.

D. What will happen if I do not extend my permit?

If you do not extend your permit when it expires, while you still stay in China, you will be considered an illegal resident and according to the law, you will be fined and in more serious cases, you may be imprisoned.

5. Transfer Student’s Residence Permit

Students who transfer from schools in China must present their passport and residence permit and follow the procedures for updating their residence permit information within 10 days after they arrive in Haikou.

Students who transfer from schools in other provinces must go to the local Public Security Bureau of their old school to update their information.

Leaving the Country after Completion of Study

Foreign students must leave Chinese mainland before their visa or residence permit expires. If this is not possible for some reason, you must apply for permission to extend your visa or residence permit. If the residence permit is still valid after completion of study, you should go to Haikon Public Security Bureau to update your permit.

Obeying the Laws of China & Pertinent Regulations

1. Foreign students must abide by Chinese Laws, Hainan University regulations and disciplines, and respect Chinese social morality and custom.

2. Hainan University respects ethnic customs and religions, however we do not provide any place for any religious rites. Any
religious assembly is forbidden on campus. Religious activities conduct by foreign students in China shall abide by the “Management Regulations for foreigners’ religious activities inside China”.

3. In China, any publication, forming an association, gathering, procession, demonstration and so on made by foreign students shall abide by Chinese laws.

4. Secretly putting up or distributing propagandas or sheets are not allowed on campus.

5. Gambling, severe drunkenness, fighting, taking drugs, drug transactions and other behaviors interfering with teaching, scientific research and living are forbidden.

6. No one is allowed to prevent others from undertaking normal activities according to Hainan University's regulations.

Insurance

The policy of Hainan University requires that foreign students must have medical insurance from September 1, 2005. Foreign students’ medical insurance must at least include Accidental Injuries and Hospitalization.

Students may buy medical insurance before coming to China or buy it upon their arrival. When purchasing the insurance, you should ask the insurance company in detail how to use your medical insurance and who to contact for medical services. The Foreign Students Office will buy the insurance for foreign students at the beginning of each term. Every student should pay RMB 500 yuan for the insurance fee.

Students should present their proof of medical insurance to the university to prove that they have insurance that covers accidental injury and hospitalization services during the period of their study. This proof should be in Chinese or English.

Students who do not have medical insurance will not be able to register.
Guide for Living in Hainan University

1. Host Institution: Hainan University
   Address: 58 Renmin Ave., Haikou, Hainan, P. R. China
   Mailing Address: Room No.__, Foreign Students Dormitory
   Hainan University
   Haikou, Hainan 570228
   P. R. China

2. Housing

   Foreign students are required to live on campus in the Foreign Student Dormitory. You should sign a contract of housing lease and then be assigned a room to live in. You must obey the “Foreign Students Dormitory Residence Regulations”

   Students on some special cases who are bound to live off campus shall hand in an application letter to the Foreign Students Office and fill in “Foreigner Off-campus Residence Registration Form”. With the school’s approval, the student should go to the local police station to apply for “Foreigner Lodging Registration Paper” and then go to Haikou Public Security Bureau to apply for residence permit. Students who live off campus without permission or change residence addresses without permission, the entry – exit department will investigate and handle it in accordance with the law.

   Students who live off campus, please remember to make sure that your landlord is trustworthy and your rental procedure is completely legal.

   Students who find that their address and contact information change while they are studying at Hainan University should promptly report your new address, phone number and e-mail address to the Foreign Students Office because our office often sends out important notifications and when such situations arise, it is essential that their information database is updated. The Foreign Students Office maintains a strict policy of privacy over individual’s contact information.
* Notice for living in the Foreign Student Dormitory:

(1) You should take precaution to protect your properties in the room by locking the door and windows when you are out of the room to avoid possible burglary or theft. It is your responsibility to keep your room and the surrounding clean.

(2) Please turn off the air conditioner and heater when you leave the room.

(3) Washing machine: There are washing machines for public use in the dorm. You should pay for the fee and operate the machine by yourself.

3. Restaurants

There is a cafeteria for foreign students on the 2nd floor of No.5 Students Dining Hall. You may also dine in other dining halls on campus or at local restaurants, which tend to be a little more expensive than on-campus dining services. The dining halls usually open from 6:00 to 20:00 every day. You use your student I.D card when dining in the school dining hall. Please bring your student I.D card to the Dining Service Center near No. 1 Students Dining Hall to pay for fees. You should recharge money when the money in the card is used up.

Restaurants near Haida: There are many restaurants of various flavors from all over China on the Haidian 3rd East Road.

The Jinlong road flavor street has the most popular restaurants in Haikou including Dongjiao Seafood Restaurant, Xinjiangren Restaurant, Hunanren and Maojia Restaurant, etc.

4. Internet Access

4.1 Laptop: If you bring your own laptop, you can access Internet by using the telephone line in your dorm room to connect the computer. You should register a Net Serial No. in China Telecom Office (Add.: Ground floor, Building No. 5, Student’s living area). You need to
pay 30 Yuan RMB as cost of installation, and net use fee is 60 Yuan RMB per month, and 200 Yuan RMB as deposit. Please follow the instructions for connecting the Internet with your Net Serial No. and your preset Pin.

4.2 Internet access on campus: You can access Internet in the Internet center on the 4th floor of the library with your student I.D. card. Charge: 1 Yuan RMB per hour

4.3 Internet cafes near the dorm: You can also access Internet in the Internet cafes near the school. Charge: 2 Yuan RMB per hour

5. Library Card

Students can read books at the university library with your student ID card, but you can not borrow books unless you apply for a library card. To apply for a library card, students need to bring your student ID and a passport-size photo to the Library Office in the 2nd floor of the library. Processing fee and deposit will be charged for the library card.

If your library card is lost, please immediately apply for a new one.

Students can return their library cards at the time of graduation and receive the deposit. Please take the “Leaving the University Form” to the Library Office and follow the procedures for canceling your library card.

6. Local Transportations

6.1 City bus: You can go to downtown Haikou by taking buses from different entrance of Hainan University. Bus fare: 1-2 Yuan RMB. Please prepare small changes to take the buses. Please guard your pocket and money when you are in the bus.

* North gate: Bus No. 5, 11, 15, 17, 20, 23, 26, 30, etc.
* East gate: Bus No. 5, 11, 15, 17, 19, 20, 21, 23, 26, 30, 36, 44, etc.
* South gate: Bus No. 7

6.2 Taxi: It costs about 10-20 Yuan RMB for taking taxi inside Haikou city. Usually the driver will charge you according to the meter, but you can also bargain with the driver before you take the taxi.

6.3 On-campus transportation: You can take the trolley on campus. Please prepare 1 Yuan RMB for taking the trolley each time.

7. Medical Services

Hainan University can provide good medical services at the university hospital which is located in the 3rd West road near the south gate of Hainan University. When you are feeling ill, take your student ID to the hospital for treatment. The People Hospital of Haikou City is also near the east gate of the campus. It is open 24 hours a day. Students should feel free to choose any of the hospitals for medical service. Students should pay for your medical care on a fee-for-service basis.

As a side note, since all foreign students are required to have medical insurance, it is important for you to make sure that when you go to the hospital your visit and treatment will be covered by your insurance. In order to avoid problems, before you go to the hospital, please contact your insurance company and ask if your insurance in China will cover treatment of your illness and other specific questions like whether or not your insurance will cover the initial visit fee.

You can go to the following hospitals if you need medical services. You are responsible for your own expenses. For emergencies, please call “120”.

7.1 Hainan University Hospital: Near the South gate of Haida
   Opening Hours: 08:00-17:00

7.2 Haikou People’s Hospital: Opposite the East gate of Haida, Renmin road, Haidian Island, open 24 hours a day.
8. Banking Service

8.1 Traveler’s check and cash:

You can exchange money in Bank of China located at Haidian 4th East Road.

Opening hours: Monday – Friday 08:30-17:00
Saturday – Sunday 09:00-16:30

8.2 Credit card:

You can withdraw money by credit card in Bank of China located in Datong Road.

8.3 ATM machines:

ATM machines in Haikou cannot accept foreign banking cards.
Please go to Bank of China for banking services.

8.4 Notice: Please open a RMB account and keep your cash in the Bank (Bank of China or the Industrial and Commercial Bank of China).
Do not put too much cash in your dorm.

9. Post Office

You can send mail at the following post offices, and pay by yourself.

9.1 Campus post office: Near the Middle gate on campus
Opening hours: 08:00-18:00

9.2 Post office near south gate: Haidian 3rd west road
Opening hours: 08:30-17:30

10. Sport Facilities

You can use any sport facilities on campus with a preferential price.

10.1 Football, Basketball, Volleyball and Track & Field

The sport grounds for football, basketball, volleyball and track & field are free of charge. Please bring your own balls.

10.2 Swimming

10.2.1 Please show your student I.D. card to buy swimming ticket each
10.2.2 Opening hours: 06:00-08:00, 16:30-21:30

10.3 Tennis

10.3.1 Please show your student I.D. card and pay for the fees to play tennis at the tennis court. You should bring your own tennis racket, tennis ball and tennis shoes.

10.3.2 Opening hours: 07:40-11:40, 15:00-21:30

10.4 Gymnasium

10.4.1 You can play badminton, table tennis and snooker in the gymnasium by bringing your own racket and paying for the fees.

10.4.2 Opening hours: Monday – Friday 17:00-22:00
Saturday – Sunday 08:00-22:00

11. Telephones

Hainan provides with a good international direct dialing system. You can call from the dorm and in public telephone booth on and off campus.

(1) Dormitory Phone: You are required to deposit at least RMB 10 Yuan in order to get an account number and pin for using dormitory telephone. Please recharge money by yourself after you use up the deposit.

* Dial mode: dial from your dorm: Account number*Pin# Telephone No.
* Long distance call to U.S.A.: Account number*Pin#001 - area code - phone number.
* China domestic call: Account number *Pin#0 - area code - phone number.

* Please inform your family members and friends in the States to call your dorm by dialing: 0086-898-your room phone number. (Please check the Name List for your room phone number.)
(2) **Contact numbers on campus:**

A. Phone numbers for International Students Office: 66286676  
B. Service phone in the dorm: 36374238  

(3) **Emergency / Security numbers:**  

In the case of emergency or other disturbances, promptly call the police and report to the Foreign Students Office, where the staff can be of assistance.

Emergency Telephone Numbers:

A. Police on campus: 66271110  
B. Ambulance: 120 (Dial directly)  
C. Police: 110 (Dial directly)  
D. Fire: 119 (Dial directly)

12. **Shopping**

12.1 Campus Shopping: Locate in the student’s residential area.

12.2 Markets near Haida: You can buy daily necessities and food product in supermarkets and stores in Haidian 3rd West Rd., e.g. Wangjiawang supermarket, Luoniushan Qualified Food Chain Store, and Ruyi store.

12.3 Major shopping centers:

12.3.1 Haixiu East Rd. - the busy commercial center, Pearl Plaza, Haikou No. 1 Department Store, Lepusheng Department Store, No. 1 Golden Century Shopping Center, Wanfulong Supermarket, Nanguo Supermarket. You can go to these major shopping centers by taking No. 19 bus to Haixiu East Rd.

12.3.2 Jiefang Rd. - the old, commercial district, No. 5 bus can take you there.

12.3.3 Markets on Bo'ai Rd. - aquatic and local products, No. 5 bus can take you there.

12.3.4 Guomao Rd. - RT-Mart Shopping Square, Free bus or No. 7, 21
buses can take you there.

Residence Regulations

1. The Foreign Student Dormitory of Hainan University is managed by the Logistic Service Group of Hainan University.
2. Foreign students must show passport or residence permit to check in and sign the Contract of Housing lease. Abide by the arrangement of the management office, and reside in the designated room.
3. The rent for one term has to be paid at the beginning of each semester.
4. Foreign students studying at Hainan University are required to stay in the dorm. Those who have family members in Haikou can apply to stay at home with the permission from the university. The school does not provide rooms or apartments for couples and family members of the students.
5. Students should keep their own rooms and the public places clean, and cannot put poster, pile up personal items, or cook in the corridor and aisle. Otherwise, the management office will have the right to dispose them as garbage. Students cannot litter (including through objects out from the window), raise any pet in the dormitory or public places. Students are not allowed to replace and reassemble the lock of the door by themselves.
6. The dormitory building should be kept quiet. One cannot disturb others in study or rest in any way and for any reason, e.g., dancing, singing, up-roaring, playing music loudly, etc.
7. Students should be cautious of safety use of electricity. If a student wishes to add small electrical appliances (with power less than 1000w)
purchased with his/her own fund to the room, he/she should seek the approval from the management office first, to make sure that the power consumptions is within the limit of the circuitry. If installed without the permission, he/she must assume any possible damage liability, and the electric appliances installed will be confiscated. If permission is granted, it will be the student’s responsibility to cover the cost for the installation and repair.

8. Students should be cautious of the fire, and should not keep or store any combustible and explosive materials in the room. If the misconducts result in fire, the student must take the full responsibility on the loss, and if the case is serious, they can be charged with criminal act by the judiciary authority.

9. Students must not conduct activities, which violate the law and school regulations in the dorm. The room could not be transferred or rent to others. Student is not allowed to accommodate a guest in his/her room overnight. Religious gatherings activities are not allowed in the dorm.

10. Students have the duty to cherish facilities, furniture, wall and floor in the room and public facilities. If any of them got damaged due to the student’s improper behaviors, he/she has to pay for the repair or replacement of the damaged items. They can only use the furniture and facilities equipped for their rooms, and cannot take the furniture or facilities from other rooms.

11. Must not paste things or draw on the wall. Secretly putting up or distributing propagandas or sheets are not allowed on campus. Obscene films and videos are not allowed to be shown in public places of the school.

12. Keep your room key safely. You must report to the management office immediately if you lost the room key. If the lock of the door is damaged, you must inform the management office to repair it and
you should pay for the fees. Students are not allowed to change the lock of the door by themselves.

13. Students should take due precaution to protect their belongings in the rooms by locking the door and windows when they are out of the room to avoid a possible burglary or theft. It is the students’ responsibility to take care of their belongings including precious and expensive ones. The student’s bicycle should be kept in the designated bicycle shed at night. The management office will not take any lawful and economical liability for the damage and lost of the students’ belongings during their tenancy.

14. The dorm is closed at 24:00pm every day. Students are not allowed to leave the dorm after 23:30pm and should be back to the dorm before the door is closed. Visitors should leave the dorm before 23:30pm. The dorm staff has the right to ask the visitor to leave the dorm.

15. Should students wish to have a gathering or a party, they should apply to the management office in advance for permission. If approved, the event must be held in a designated place. Hainan University will not provide any place to hold religion-related activities.

16. Students should respect the social morality of China and the habits and customs of the Chinese people.

17. The management office reserves the right to check the condition of the room occupied by the students without notice in advance.

18. Student should give notice to the service desk of the management office three days before check out. Before surrendering the room, the student should remove all of his/her belongings and make sure that the room is in good and clean condition when surrendered to management office. He/She should begin to checkout and return the key of the room before leaving the university.
19. Should a student wish to change room, he/she has to make an application to the management office and go through due procedures.

20. Anyone who loses the status of student at Hainan University must leave the university in designated time limit. The university has the right to transfer his/her belongings in the room and reassign the room.

21. Students must abide by the above regulations. The university has the right to punish the students if he/she disobeys the school regulations.

22. This regulation takes effect on May 1, 2005. The Logistic Service Group of Hainan University reserves the right to make amendment to the regulations.

**Rules of Conduct**

1. Students should work hard and complete the required course of study.
2. Students must abide by the relevant laws and rules of Chinese Government.
3. Students should observe rules and regulations of Hainan University.
4. Students should have good study habits and personal behavior.
5. Students should respect staff and faculty members.
6. Students should respect each other and cultivate friendship.
7. Students should take time for physical exercise and maintain good personal hygiene.
8. Students should help to promote a friendly and orderly environment for study on campus.
9. Students should respect the Chinese customs.
10. Students should maintain and promote friendship and unity between the Chinese people and people of other countries.

**Travel**
Hainan province is the most famous and unique tropical tourist resort in China. Located in the southern-most tip of China and well known as “Hawaii in the Orient”. Hainan Island has a tropical marine monsoonal climate with an annual average temperature of 22-26°C. Sunlight, surfing, beach, coconut palms, famous historical sites constitute a picturesque tropical landscape. Hainan is also rich in the cultures and customs of the minorities known as Li and Miao living in compact communities. Hainan University warmly welcomes international students to Hainan to enjoy the beautiful tropical and coastal landscape and know the cultures of the local people. Hainan University can arrange round-the-island tour for foreign students to enjoy the beautiful, tropical, coastal landscape and learn some folk customs. Students are required to pay the cost for the tour.

Foreign students must have proper visa and residence permit to travel within the areas where foreigners are allowed to travel. Without special authorization or for research needs, students may not travel to the areas restricted to foreigners. You should take your passport and student ID cards and keep them safe when you travel in China. You will also need to obtain a letter of recommendation from your department of study to process this special authorization. Those who transgress these regulations will be punished accordingly. Students are only permitted to travel during weekends, holidays, and winter and summer vacations.