

**Handbook for International Students of  
Harbin Institute of Technology**

**College of International Education**

**Harbin Institute of Technology**

**August 2016**

Dear Students:

Welcome to HIT!

In order to help you understand HIT regulations, and to make your life and studies easier, we have compiled this Handbook for International Students of Harbin Institute of Technology.

Please read it carefully and follow the instructions.

Interpretation has been provided by the College of International Education of HIT

Sincerely wish you happiness, cheerfulness and success at HIT.

College of International Education

Harbin Institute of Technology

# 承诺书 Commitment

Passport name

Passport Number

(Nationality):

HIT

Type of Programs    CSC    exchange student    Short-term Program student

HIT

Self-financed

Commitment: College of International Education staff has informed the content of Handbook for International Students of Harbin Institute of Technology.

I would like to obey all the regulations of HIT, and responsible for all the behavior of myself.

I promise that I will strictly obey the dormitory regulations (including campus dormitories, Jinyuan, HIT and Haiyun), ensure accommodation safety, do not connect the power supply, wire and other electrical equipment without permission, do not cook in the room and keep the room clean.

(Signature)

(Date)            (year)    (month)    (day)

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HIT

CSC

# 1 学习指南

## 1.1 本科留学生入学及日常管理规定

### 1.1.1 报到注册及入学

1

1            2            4

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#### ★温馨提示

2

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#### ★温馨提示:

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### 1.1.2 课程考核及成绩管理内容

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07C1160091( ) 07C1160092( ) 07C1160093(

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★温馨提示：

### 1.1.3 关于其他相关规定

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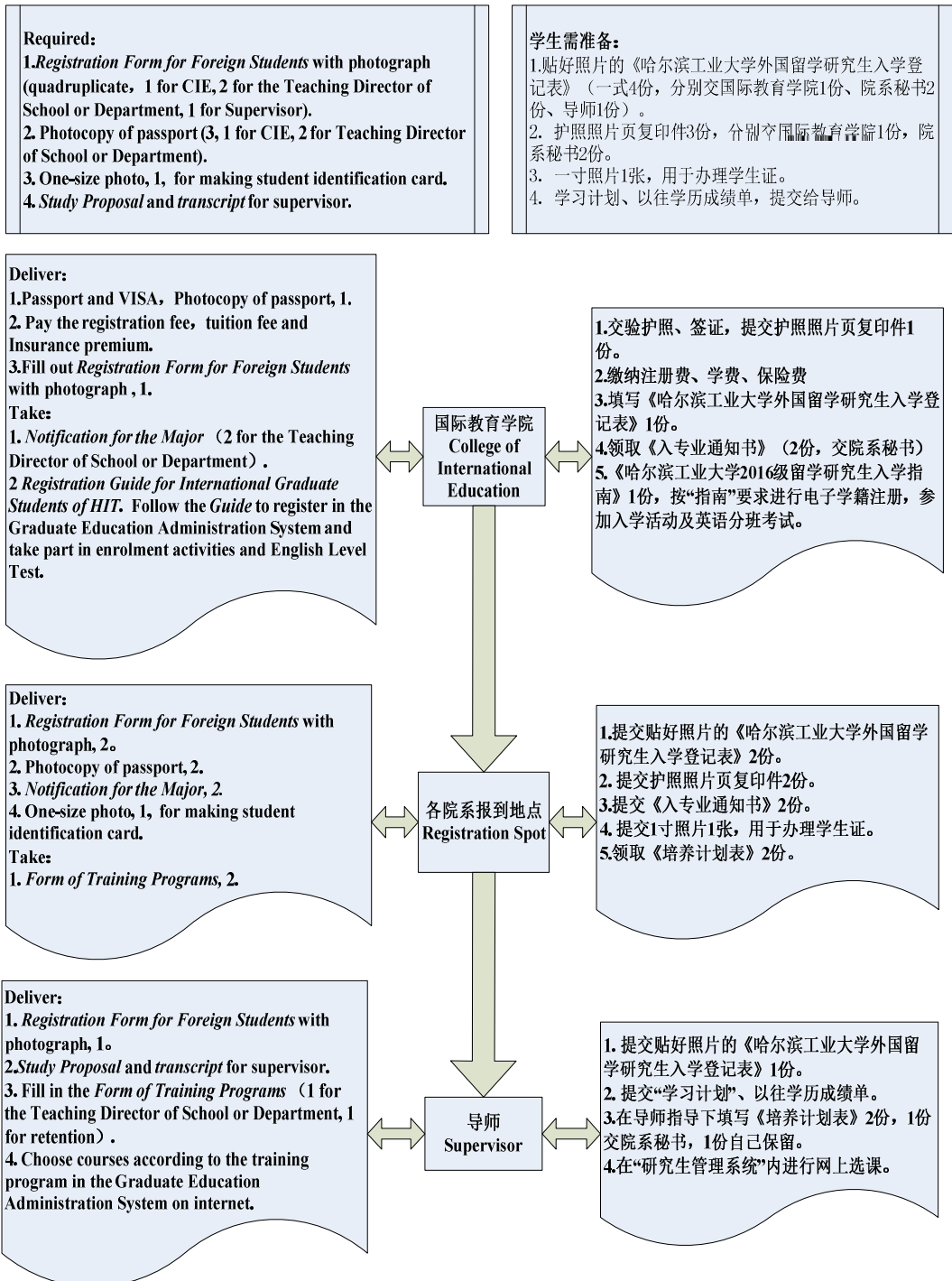
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4



# 留学研究生报到流程

## International Graduate Students' Register Process



## 1.2 留学研究生入学及日常管理规定

### 1.2.1 报到注册及入学

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温馨提示：必须参加外语分班考试

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★温馨提示

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### 1.2.2 考核与成绩记载

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### 1.2.3 考勤与请假

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### 1.2.4 休学与复学

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### 1.2.5 退学

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### 1.2.6 转学科

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## 1.3 中国政府奖学金生管理办法

### 1.3.1 奖学金资助标准

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### 1.3.2 奖学金管理办法

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### 1.3.3 奖学金年度评审及奖学金延期注意事项

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#### 1.3.4 中国政府奖学金生回国国际机票申请方法

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#### 1.3.5 休学、复学以及对违反相关规定奖学金学生的处理办法

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## 1.4 国际学术会议专项基金

### 1.4.1 基金设立的宗旨

### 1.4.2 受资助条件

- 1
- 2
- 3
- 4
- 5
- 6

### 1.4.3 资助标准

1500

5000

10000

500

### 1.4.4 申请及审批程序



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#### **1.4.5 报销流程**

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#### **1.4.6 其他**

### **1.5 哈尔滨工业大学优秀外国留学生奖学金实施办法（试行）**

#### **1.5.1 奖学金设立及宗旨**

#### **1.5.2 奖励对象**

#### **1.5.3 奖学金种类、名额及标准**

1

1000 /

50%

20%

2

1000

3

500

#### 1.5.4 评选条件

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#### 1.5.5 奖学金申请办法

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#### 1.5.6 奖学金申请材料

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500

#### 1.5.7 附则

- 1
- 2
- 3 30%
- 4
- 5

### 1.5.8 联系方式

11

+86-451-86403741

+86-451-86417792

lidongmei@hit.edu.cn

www.studyathit.cn

★温馨提示：

2015 1

www.StudyatHIT.cn

## 2 生活指南

### 2.1 校内公寓住宿

#### 2.1.1 办理入住手续

A13

600 /

4 3\*4

300 /

#### 2.1.2 公寓管理相关规定

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★温馨提示：

## 2.2 校外住宿

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★温馨提示：

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## 2.3 办理签证及居留许可

X1 X2 L

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9  
22 82 300  
82337601-3101 / 82332047 / 82330878  
8 30-11 30  
23 84635707  
87661576  
87007871

### 2.3.1 办理签证事宜的注意事项及相关说明

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X1 30  
X2 (

2 15 306  
8:30 11:30

30 ,  
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### 2.3.2 住宿登记的办理

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24

## 2.4 保险及医疗费用的报销

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★温馨提示：

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### 2.4.1 门急诊医疗理赔

			600	
650		85%		20000
	6	15	6	30
/	400-810-5119			
		23	9	100033
	010-59731677			

## 2.4.2 其他注意事项

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<http://www.lxbx.net>

## 2.5 宗教信仰

## 2.6 心理健康咨询

8:00---11:30 13:30---17:00

: 86413256

86283863 ( )

433

427 (



## 2.7 学校班车时刻表

			8:30 16:00	— — —
			12:00	—
			16:30	
			8:30 16:00	
			12:00	
			7:30	
			8:00 10:30 13:30 15:40	—
			9:00 11:20 14:10 16:30	— — —

## 2.8 校园网络

8 00 17 00

86414659-801

:

10086

10010

10060

## 2.9 其他方面

### 2.9.1 食堂位置及开餐时间

1		7:00	20:00
2	6:30	22:00 (	)

### 2.9.2 银行

### 2.9.3 邮局

### 2.9.4 交通

			50					
		110	64	94	107	81	3	,
	370	,					10	
						64	11	
120	17	,			20		7.2	

### 1. 机场巴士 1 号线

6:00 20:00 30

## 2. 市内公交

2 3 21 22 68 69 82 103 108 111 115  
27

2.5 20 /

1

5 10

6:30

## 3. 出租车

130

### 2.9.5 常用电话

外国留学生常用电话登记:

(POLICE) 110

(FIRE) 119

(FISRT AID) 120

(TRAFFIC) 122

114

86414890

86232588

82894220

校内公寓:

86415704

86414726

86416324

86282772

校外公寓:

86790300

86383111

### 3 联系我们

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					13903617479	guowenxuan@hit.edu.cn	

						<b>E-mail</b>	
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	33			86282073	13684603747	chenchunpei@hit.edu.cn	306
	27			86283006	13089989882	tangyl@hit.edu.cn	1206
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	32			86282116	15045102114	lishujing1985@126.com	301
	03			86413309	13796633266	wen_qi@hit.edu.cn	216
					18304621700	lixuecs@126.com	
	15			86414509	13359992503	xuzhuoruihit@126.com	3021
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			86402820	13766842211	yuanying@hit.edu.cn
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			86402806	13836096721	zhangh@hit.edu.cn
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			86403809	18686802988	<u>zhangxu@hit.edu.cn</u>
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						bil@hit.edu.cn
5						liuchao_lc90@163.com
						wishtarot@163.com
						15846586442@163.com
8						wangguanqi@gmail.com
9						wangyuningzz@163.com
10						wanghongshan@163.com
11						wangjingshizheng@126.com
12						eros1229@126.com
13						zhaoming1421@126.com
14						zhangdi@hit.edu.cn
15						lixiang25hit@hit.edu.cn
						ll_hitlaw@163.com
						zhaoyuenet@163.com
18						zhaowen@hit.edu.cn
19						xingshijie@hit.edu.cn
						lifei@hit.edu.cn
						huangyuwan2012@126.com



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## **Introduction of Harbin Institute of Technology**

Harbin Institute of Technology is a national key university established by the Ministry of Industry and Information, Ministry of Education, and Heilongjiang Province government. It was one of the first universities included in Project 211 and Project 985.

In 1920, in order to foster talent in engineering technology, Chinese Eastern Railway Administrative Bureau founded the Harbin Sino-Russian Industrial School—the predecessor of Harbin Institute of Technology—and the school became a cradle of modern Chinese industry and technical personnel. Since the establishment of the new China, Harbin Institute of Technology has become one of the two universities based on the former Soviet higher education model and has continued to be a recipient of major national investment. In 2000, two universities sprung from the same origin, Harbin Institute of Technology and Harbin Architecture University merged to form the new Harbin Institute of Technology. Today, the school has developed into a distinctively influential and open multidisciplinary national key research university, which is at first-class level domestically and continues to have a great impact internationally.

The main campus of the school is located in the “ice city” of Harbin in northern China, and together with its satellite campuses of the Harbin Institute of Technology at Weihai and Harbin Institute of Technology Shenzhen Graduate School, forms a tripartite learning arrangement.

In the process of developing the university, HIT strive to fulfill the motto “strict standards, perfect achievement.” With this rigorous learning environment, the school has trained many top talents, and in its pursuit of a surpassed innovative spirit has created a bounty of research results. Harbin Institute of Technology has always deemed its duty to adapt to the needs of the nation and contribute to its construction. It made full use of interdisciplinary integration with a focus on aerospace and formed a complete disciplinary system consisting of key, emerging, and supporting disciplines including philosophy, economics, law, education, literature, history, science, engineering, management science and art.

Harbin Institute of Technology has excellent school conditions and integrated infrastructure which, along with a well-equipped science park, experimental center, gymnasium, activity center and swimming pool, create pleasant conditions for school staff and students to learn and live as well as carry out international academic and cultural exchange activities.

The College of International Education(CIE) is the centralized department of international student enrollment, coordinate management and non-academic education. It is responsible for publicity and the enrollment of international students, as well as visa procedures, international student management guidance etc.. The main sections of CIE are the Office of Admissions & Career Advising, International Students Office, Chinese Language Training Center and Office of CIE.

The functions of the CIE are recruiting international students, enhancing International communication of education and culture, vigorously promoting cultural diversity and the standard of school education internationalization level, and furthering contribute to the construction of world-class university. The services provided by CIE as bellow: international student recruitment propaganda, admission, visa affairs and international student management guidance; assessment and management of exchange program, Chinese governmental scholarship program, Outstanding International students Scholarship (including HIT scholarships) program, and other scholarship programs; non-academic educationprogram; the communication and promotion of Chinese language and culture; assisting undergraduate school, graduate school, logistics to provide services to the international students, organizing activities and providing necessary living services.

# 1 Study Guide

## 1.1 Admission and Management of Undergraduates

The International students of Harbin Institute of Technology should obey the laws and regulations of the People's Republic of China, comply with the social morality of Chinese people, respect the habits and customs of Chinese people, and maintain friendly relations with students from different countries.

The International students of Harbin Institute of Technology should obey the rules and regulations of HIT, respect teachers, unite students and study hard according to the training programs.

### 1.1.1 Registration and Enrollment

1) Freshmen should process the following procedures on registration date:

- (1) Prepare four 2-inch photos
- (2) Fill in the “Registration Form for International Students”
- (3) Verify Passport and Visa
- (4) Pay for the registration, tuition and insurance fee
- (5) Register in the school with the certificate provided by CIE

#### **Registration Place:**

Sunshine Hall (Main Building) on the second campus of Harbin Institute of Technology (Huanghe Road, Nangang District, Harbin)

Chinese language and literature major students should go to the school of humanities and Social Science to register.

#### **Friendly Reminder:**

International students who have been admitted by HITI must register at the College of International Education and the relevant school (department) at the required time with admission notice. If you fail to register within two weeks, you will be regarded as giving up your admission.

2) Sophomore, Junior and Senior students should process following procedures on the registration date:

- (1) Prepare four 2-inch photos
- (2) Fill in the “Registration Form for International Students”
- (3) Verify the Passport and Visa

- (4) Pay for the tuition and insurance fee
- (5) Register at school with student card and student ID book

### **Friendly Reminder:**

- 1) If you fail to register within the two weeks without leaving application, you will be regarded as giving up your admission.
- 2) You should pay for the one-year tuition fee when you register; otherwise visa and other relevant procedures may not be handled. Tuition and registration fees are non-refundable and non-transferrable.
- 3) If you change your personal information (such as telephone number, living address, bank card and so on), please notify your coordinator at CIE on time. CIE will not responsible for any consequences may caused as you fail to renew your personal information on time at your coordinator.

### **1.1.2 Course Assessment and Score Management**

- 1) International students must attend the prescribed courses in the training programs with the possible exemption of P.E., Politics and military training.
- 2) International students who are native English speakers may take English as first foreign language (although they must still take an examination). Other international students may choose from Chinese, English, Japanese, and Russian. The course number of Chinese is: 07C1160091 (autumn semester in freshman year), 07C1160092 (spring semester in freshman year) and 07C1160093 (autumn semester in sophomore year).
- 3) International students must attend examinations of their prescribed courses in the training programs (except any exempted courses).
- 4) Course assessment and score management are decided by the teaching and research office of the school (department) and the course teachers. Test or examination results of courses are accumulative: course scores are obtained from addition of the final, mid-term, and regular scores. The regular scores are usually assessed through a comprehensive consideration of students' attendance, experiments, practice, homework, course papers and regular test scores.
- 5) Since the autumn semester of 2015, the engineering mathematics analysis, algebra and geometry.

probability and mathematical statistics courses are taught individually for international students. The training programs remain unchanged. If the engineering mathematical analysis class time conflicts with other courses, please adjust it by yourself.

### **Friendly Reminder:**

If you have any questions about the course selection, please contact the student advisor or class monitor.

#### **1.1.3 Other Related Regulations**

1) Suspension: Military service suspension should not be exceed three years. For other reasons, the suspension Period is no more than one year.

2) Discontinuing school: A notice of expulsion will be sent to individual international students in the event of expulsion decisions made by the school.

If the person is unavailable, the decision will be announced on the website of the College of International Education and educational administration, after which it will be deemed as delivered. At the same time, it will be submitted to the Exit and Entry Administrative Department of Heilongjiang province for termination or change of visa to leave the country within a time limit.

3) Graduation: International students may retake a course, which was failed within the prescribed schooling time (4-6 years, excluding any suspension). In case of failure to meet the requirement in training programs after the standard length of schooling, international students should make applications for lengthening school years (no more than two years) to College of International Education one semester in advance (the 7th semester). For this, international students should complete an Approval Form of Lengthening School Years for International Students in HIT. If approved, enrollment and studies at HIT may continue.

4) Extension: Undergraduate scholarships may not be prolonged, and international students will become self-financed automatically after expiration. International students who lengthen their school years may payfor full tuition if there are more than two retaken courses or an unfinished graduation thesis. If there are only two or less retaken courses, it will be charged according to course credit. International students should finish all the courses and learning programs in training programs within the prescribed longest schooling years. They can subsequently graduate and receive their graduation certificate. Diplomas are awarded to graduates who meet the relevant requirements of their degree.

5) Completion: Completion is granted to international students who meet the requirements. The school is not responsible for visas, insurance, accommodation or other affairs.

For more information, please refer to the Student Handbook of Undergraduates.

## **1.2 Admission and Management of International Graduate Students**

### **1.2.1 Registration and Enrollment**

International students who have been admitted must register at the International Student Center and the relevant schools (department) during the time listed on their admission letter, and receive their list of required courses. They should then take photos (which are used for student card, i.e. library card) at a designated place.

International students should take entrance and English level tests according to the Enrollment Guide. All students, except these who are exempted from English course, must take the English level test in order to take the English courses.

If you fail to register within two weeks, you will be regarded as giving up your admission.

For the new students, please see the International Graduate Students Registration Process.

#### **Friendly Reminder:**

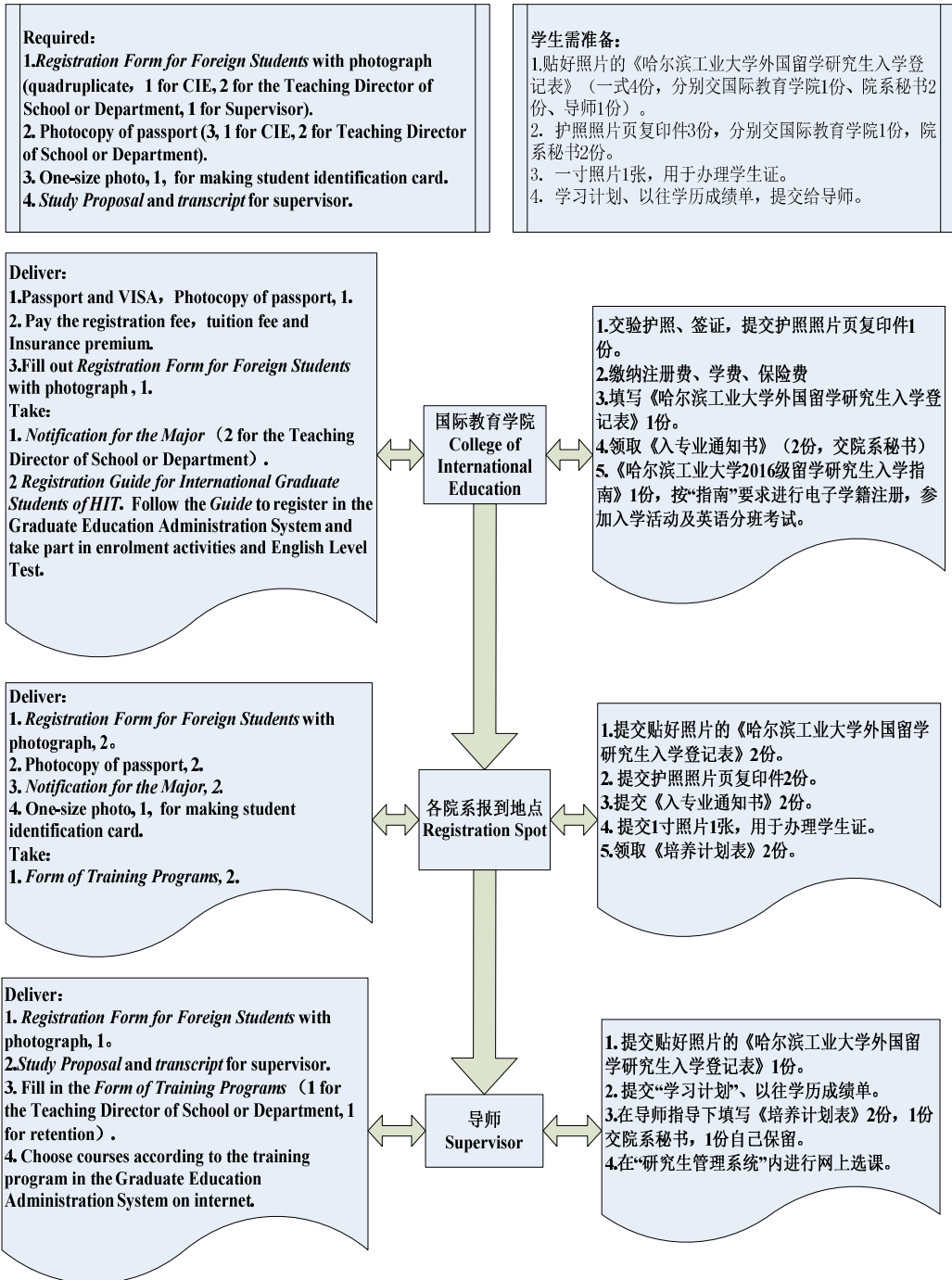
(1) International students who have been admitted by our school must register in the International Student Center and the relevant school (department) during the required time with admission letter. If you fail to register within two weeks, you will be regarded as giving up your admission.

(2) New International students admitted by our school must register to the International Student Center and to the relevant schools (departments) at prescribed dates in their admission letters. If you fail to register within two weeks from the said date in the admission notice, you will be regarded as giving up your admission.



# 留学研究生报到流程

## International Graduate Students' Register Process



### Friendly Reminder: English level tests are required

1) Continuing students should follow these regulations at the informed date at the end of the last semester:

- (1) Prepare four two-inch photos
- (2) Complete the “Registration Form for International Students”
- (3) Verify Passport and Visa
- (4) Pay both tuition and insurance fees
- (5) Register in the school with student card and student identification card.

### Friendly Reminder:

- (1) If you fail to register within the two weeks without leave, you will be regarded as giving up this admission.
- (2) You should pay the tuition fee for one year when registering; otherwise, visa and other relevant procedures may be disregarded. After payments, refunds or transfer of fees are disallowed.
- (3) Please inform us immediately upon change of your personal information (such as telephone number, living address, and bank card, among others).

For more details, please see the International Graduate Students Registration Process.

### **1.2.2 Examination and Records of Scores**

- 1) Graduates must take part in the course examinations and learning programs prescribed in their training programs. Examination scores will be recorded in the score reports and filed in their personal archives.
- 2) Students who fail examinations are allowed to retake the failed courses, and their new scores will be recorded instead of the scores from the failed courses.
- 3) Graduates who fail course examinations may, in special cases, be allowed to change the course under the guidance of their supervisors, but the change can be made only once.
- 4) A graduate who fails two retaken course examinations or a changed course will be asked to quit school.
- 5) The detailed procedures for examination and score recording will follow the Regulations on Course Examination and Scores Recording for Graduates in HIT.
- 6) The disciplinary requirements for examination and punishment for cheating in examinations will follow the Rules and Regulations on the Course Examination and Scores Recording for Graduates in HIT.

### **1.2.3 Attendance and Asking for Leave**

1) International students pursuing graduate studies who cannot participate in required activities or training programs because of personal issues (such as off-campus job searching, medical treatment or recuperation), ought to ask for leave in advance for approval. If leaving for less than two weeks, international students should ask their supervisors for approval, and the corresponding schools (departments) should record the situation. If leaving for more than two weeks, but less than a month, students need to fill out a Leave Permission for HIT Graduate form, get the approval of both supervisor and the leaders of the related schools (departments), and submit the records to the HIT Graduate School.

Normally, accumulated leave should not exceed a month in a semester. If a student's leave is longer than a month in special cases, that student's graduate study should be prolonged accordingly.

2) On-duty graduate activities, such as off-campus practices, social practices, scientific research, and academic exchanges organized by the university and the related school (department) are regarded as official trips. Graduates' on-duty trips will be authorized and managed by the related school (department).

Official trips longer than two weeks need to be reported to the Graduate School of HIT to be recorded.

During on-duty trips, graduates should observe HIT Regulations on Official Trips of Graduates.

3) For unauthorized leave or leave without permission for less than two weeks, students will be punished on a case by case basis. Punishment may range from criticizing, warnings, serious warnings, demerits, to being placed under surveillance at school. For an unauthorized leave of two weeks or more, students will be ordered to quit school. The university will take no legal responsibility for students during authorized or unauthorized leave from the campus.

4) Graduates without approval who fail to participate in activities required in training programs or who are absent from 1/4 or more than 1/2 of class are prohibited from taking the related course examination.

The score will be recorded as "0". Subsequently, the students will be prosecuted based on the situation, ranging from being criticized to disciplinary action.

5) During the course of graduate study, if students are allowed to undertake overseas study, take part in a collaborative program, attend an international conference, or visit family members abroad, the procedure for leave should observe HIT Regulations on Graduates' Leave for Overseas Affairs.

#### **1.2.4 Suspending and Resuming Schooling**

1) Graduates are allowed to complete their academic work separately (one stage after another). A graduate may apply for suspending study, provided that the university considers it necessary. With the approval of the university, students may suspend study. Normally, the time for suspending studies may last as long as half a year or one year. The accumulated time may, however, not exceed a year. During the course of suspension, students cannot enjoy graduate benefits, and the university will take no legal responsibility for students. During the course of suspension, if the student suffers from illness, the medical cost will be treated according to the national regulations or the regulations of HIT Hospital.

2) Graduates may apply for suspension if they fall under one of the following conditions:

(1) Unable to study on campus due to illness;

(2) Abroad for personal reasons;

(3) Have permission to work as unfinished graduates or work as full-time employees in an institution or a firm;

(4) Graduates of directive education who must suspend schooling on the ground that they need to work in the institution or a firm they will serve after graduation;

(5) Graduates who need to suspend schooling for maternity leave;

(6) Must suspend schooling because of other emergencies.

3) Graduates who must suspend schooling for any of the reasons above must fill in the HIT Graduates' Application for Suspending and provide related documents or certificates. With the approval of supervisor and authorization of the related school (department) and HIT Graduate School, students may suspend schooling. Graduates of directive education need to present the approval of the institution or a firm they will serve after graduation for their suspension.

4) Graduates should apply to resume schooling a month before they complete their suspension. With the approval of supervisor, and authorization by the leaders of related school (department) and a record by HIT Graduate School, students may resume

schooling. In the case of suspension for illness, students need to present health certificate from a second-class or above hospital. After being re-checked and authorized by HIT Hospital or a specified hospital, students would be allowed to resume schooling. Failure to follow procedure as outlined will be viewed as abandoning graduate status, and treated as quitting school.

5) During the retaining period, if students are found in serious violation of disciplines or laws, they will be disqualified from resuming school.

### **1.2.5 Discontinuing School**

1) Graduates may be asked to discontinue their studies if they fall under one of the following conditions:

- (1) Unable to complete their studies as required;
- (2) Failure to pass two course examinations, and efforts have been made to re-take or change their courses;
- (3) Doctoral candidates who fail to pass the comprehensive evaluation;
- (4) Failure to pass their research proposals;
- (5) Failure to pass their intermit evaluation;
- (6) General inability to complete their studies;
- (7) Failure to register permission of leave exceeding two weeks;
- (8) For unauthorized leave over two weeks or failure to return to school for more than two weeks after the leave permitted, student will be ordered to quit school;
- (9) Failure to apply for resuming schooling as required though their suspension is near completion ; or inability to pass re-checking when applying to resume schooling;
- (10) With retaining periods mature, failure to apply for resuming schooling as required;
- (11) Upon confirmation from a specified hospital that a candidate is unable to continue studies due to poor health, illness, or unexpected injury;
- (12) Failure to pay tuition fees;
- (13) Graduates who cannot provide key documents or are found to have provided false documents
- (14) Graduates who are recognized as disqualified by the authority of HIT;
- (15) Graduates who apply for quitting school on the condition that the quitting will not affect the work of the university or the supervisor.

2) The resolution of quitting school will be authorized at the Official Meeting of HIT presidents.

For graduates, the university will provide and send a Resolution of Quitting School. Meanwhile, the Resolution of Quitting School will be reported to the Educational Administrative Department of Heilongjiang Province where the university is located for records.

3) If a graduate raises objection to the Resolution of Quitting School, the case will be treated according to HIT Regulations on Student Complaints.

4) Graduates who quit school are disallowed to apply to resume schooling.

### **1.2.6 Transferring Discipline and Transferring School**

1) Graduates working for master degrees are disallowed to transfer disciplines. Given that a supervisor transfers their discipline, graduates are obliged to work in the original discipline as indicated in the recruitment record, and continue to complete the work left.

2) In general, doctoral candidates are disallowed to transfer disciplines. In the case of supervisors' adjustment of disciplines, replacement, or other special reasons, graduates who need to transfer disciplines must fill in the Application Form for Doctoral Candidates to Transfer Disciplines. The transfer should be commented on by the supervisor, signed by leaders of the related school, and authorized by HIT Graduate School. Then, the transfer should be reported to the Academic Degree Office of Heilongjiang Province for examination and record keeping.

For more details, see the International Graduate Student Handbook.

## **1.3 Management of Chinese Government Scholarship Students**

### **1.3.1 Scholarship Funding Standards**

The Chinese Government Scholarship—full scholarship standards:

- 1) Exemption from registration fee and tuition fees
- 2) Free dormitory accommodation
- 3) Purchase of unified insurance for students in China
- 4) Students are required to cover the expenses for experiments or internships which exceed the training programs of HIT.
- 5) Monthly living allowance is granted to students at the following rates (CNY Yuan per month):

Bachelor degree student: CNY 2,500 Yuan

Master degree candidate: CNY 3,000 Yuan

Doctoral degree candidate: CNY 3,500 Yuan

### **1.3.2 Scholarship Management Approach**

1) After registration at HIT, scholarship students should apply for a bank account at the Industrial and Commercial Bank of China (ICBC) for receiving their living allowances, and provide the bank statement to their coordinators before September 15th. If students fail to provide the documents, the allowance will be allotted in the following month.

2) New semester registration, students who register before (and on) the 15th will enjoy the whole amount of living allowances of that month; those who register after 15th will receive half.

3) The living allowances will be allotted monthly to the students from the time of registration. The allowance will be allotted at the end of each month and cannot be drawn in advance. According to the regulations, Chinese Government Scholarship students should register at their coordinators between 10th to 15th every month. Students who fail to register will have their allowances suspended. During the holidays, living allowance will be allotted regularly.

4) Graduates will receive living allowances until fifteen days after the graduation date set by HIT. For scholarship students who suspend education for a leave of absence, reinstatement or withdrawal, the allowances will be terminated from the following month.

5) Chinese Government Scholarship students would be subsidized from the following month after moving out of campus. The subsidy standards are as follows (CNY Yuan per month):

Bachelor degree student: CNY 700 Yuan/month

Master degree candidate: CNY 700 Yuan/month

Doctoral degree candidate: CNY 1,000 Yuan/month

### **1.3.3 Annual Review and Extension of the Scholarship**

1) Scholarship Annual Review

According to the relevant regulations of China Scholarship Council, students who study longer than one year should participate in the Chinese Government Scholarship Students Annual Review. Based on their evaluation, opinions and suggestions, it will be decided whether the Chinese Government Scholarship will be continued or terminated to students.

(1) Students who participate in the Chinese Government Scholarship Annual Review should obtain a Chinese Government Scholarship Annual Review Form from their coordinators in March each year and complete and hand back the application form within the time limit.

(2) Chinese remediation students are assessed by the Chinese Language Training Section in the College of International Education.

(3) The Degree Study students are assessed by the supervisors and the school (department).

(4) Students who don't pass the assessment will have their scholarships terminated.

## 2) The Extension of Scholarship

(1) Students who fail to graduate and need to extend their scholarship should fill in the Chinese Government Scholarship Students Application Form for Extending Scholarship, and report to relevant school (department) and College of International Education.

(2) Students who need to extend their scholarship should attend the Chinese Government Scholarship Annual Review organized by the China Scholarship Council. Students who don't attend the Annual Review without reason or don't pass the review will not receive scholarship extensions. The China Scholarship Council handles scholarship extensions only before April 30th every year.

(3) If graduates of the Chinese Government Scholarship cannot graduate until the termination of the scholarship, they may apply with their supervisor's approval for self-finance application to CIE. Upon approval, students need to pay for tuition (20% off for self-financed students), insurance and dormitory. The extension period should be six months or one year. If students cannot graduate until the expiration of extension, they must pay for full tuition when applying for extension again.

### **1.3.4 Management of International Flight Tickets for Chinese Government Scholarship Students**

According to the relative bilateral agreements and understandings, the Chinese government will provide returning international flight tickets for some eligible students from developing countries. The relevant application methods are as follow:

CSC will send a list of eligible students to the university in April of each year. Parts of the personal information have been listed. Students who would graduate that year should fill in their personal information and returning flight ticket information according to the name



list. After buying the tickets, CSC would send the electronic tickets to the university office via email, where the tickets would be verified and sent to students.

### **1.3.5 Treatment of Chinese Government Scholarship Students for Suspension, Resumption, and Violation**

#### 1) Suspension

(1) HIT University takes charge of international students according to the relevant regulations of the state.

If scholarship students need to quit school because of illness, they should hand in official application, as well as relative certificate materials (e.g., The Inspection certificate of hospital) to the International Student Center,

(2) As for students on authorized suspension, your scholarship qualifications would be suspended automatically from the date of quitting. According to regulations, you should return as soon as possible and the travel expenses should be covered by yourselves. Scholarship qualifications would not be retained for suspending students with any reason except illness.

#### 2) Resumption

After the expiration of the suspension, scholarship students should hand in applications for reentry, as well as other relevant materials (such as rehabilitation proof issued by hospital). After the resumption is approved, students' scholarship term would be postponed automatically, but the postponement time limit should not exceed the term of suspension.

If any of the following circumstances happens, students' qualification of Chinese government scholarship would be canceled for one year:

- (1) Repetition or relegation due to failures in academic examinations;
- (2) Not meeting required course credits for two consecutive years;
- (3) Under detention

Once being disqualified from Chinese Government Scholarship, the student's scholarship would be terminated from the next semester. However, students may apply to continue studies in HIT as self-financed or partially self-financed. Before the termination, students can take part in the annual review of the year after application. If students are evaluated as qualified and receive approval from CSC, they may regain their scholarship from the next semester.

If any of the following circumstances happens, the students' qualification of Chinese government scholarship will be permanently canceled:

- (1) Expulsion;
- (2) Two failures in annual reviews during their studies at HIT
- (3) Absence in the annual review without warrant;

Once being disqualified from Chinese Government Scholarship, the student's scholarship will be terminated at once, and their qualification will not be recovered.

For more details, please see the Chinese Government Scholarship Management Manual.

The final interpretation rights belong to the College of International Education of Harbin Institute of Technology.

## **1.4 Special Fund for International Academic Conferences**

### **1.4.1 Purpose**

To support and encourage international students at HIT to actively take part in high-level international academic conferences, and to provide opportunities of international academic exchanges for students, as well as to expand influences of HIT at the international level.

### **1.4.2 Conditions**

- 1) Applicants must be full-time international students at HIT
- 2) Only for academic conferences held by internationally authorized academic communities in the field recognized by supervisor
- 3) The first author is clearly invited for verbal academic exchanges (affiliated institution of the first author should be the Harbin Institute of Technology, and supervisor should be a co-author)
- 4) Full text of the paper should be accepted by conference proceedings
- 5) Normally, each international student is subsidized once within China and once outside China
- 6) Usually only one international student is subsidized at an international academic conference. Subsidies will be granted based on the order of application.

### **1.4.3 Funding Standards**

International conferences held outside the country:

Traveling expenses limits: no more than 5000 Yuan for Asian countries; no more than 10000 Yuan for other countries; international conference registration fee is: no more than 500 dollars

International conferences held domestically:

Traveling expenses limit: no more than 1500yuan

#### **1.4.4 Procedure of Application and Approval**

Applicants should provide the following materials to the College of International Education at least two months before the conference.

- 1) Completed HIT Special Funds Application Form for International Students Attending High-Level International Conference (Attachment 1)
- 2) Copy of formal invitation (it should be noted that the full text of paper should be accepted by conference proceedings)
- 3) Copy of conference agenda (if no agenda is available, please provide certification or other evidence of participation in the conference)
- 4) Abstract of the paper

#### **1.4.5 Reimbursement Procedure**

- 1) College of International Education will provide a Funding Notice for International Students Attending High-level International Conferences (Attachment 2). Students can use it to claim expenses.
- 2) When claiming expenses, please provide a conference summary (including experience, suggestions, and photos), receipts (domestic conferences: original railway tickets or flight tickets; conferences abroad: receipt of flight ticket, travel itinerary, original round-trip boarding check and receipt of conference registration fees)
- 3) Students should spend wisely and not exceed the limits of their reimbursement. Expenses beyond the set limits will not be covered.

#### **1.4.6 Other**

The regulations on special funds for international students attending international academic conferences have changed; previous versions no longer apply. The power of interpretation belongs to Harbin Institute of Technology College of International Education.

## **1.5 Implementation of the “Outstanding International Students Scholarship in HIT”**

### **1.5.1 Foundation and Purpose of the Scholarship**

The outstanding international students’ scholarship in HIT was founded with aim of furthering the cultivation of quality among international students, and motivating them to achieve outstanding scores in both studies and scientific research.

### **1.5.2 Eligible Applicants**

Outstanding international students currently study at HIT.

### **1.5.3 The Types, Quotas, and Standards of the Scholarship**

#### **1) Self-financed Outstanding International Students Scholarship**

The Self-financed Outstanding International Students’ Scholarship is limited to sophomore and junior international students who are taught in Chinese. The scholarship is chosen and elected based on grades.

The quota for grades may change by year. The time limit of the scholarship is one year, and the standard of the scholarship is as follows:

Major award: tuition waiver and provision of living expenses (1000 Yuan per month)

Minor award: tuition waiver

Third-class award: 50% deduction of the tuition fee

Fourth-class award: 20% deduction of the tuition fee

After the expiry of the scholarship, Students may participate in the next year’s scholarship competition.

#### **2) Outstanding International Students Scholarship**

Recommended by each school, the outstanding international students who win the title of “three goods” are awarded with 1000 Yuan at a time.

#### **3) HIT ‘Star’ scholarship**

Students who are selected as the HIT Star are awarded 500 Yuan at a time.

### **1.5.4 Conditions of the election:**

1) Comply with the laws of China and the rules and principles of HIT.

2) Demonstrate excellent moral behavior, unite students, and respect teachers.

3) Consistent hard work, excellent scores, and research achievements in his or her study field.

4) Take part in and have outstanding performance in the activities organized by school actively.

5) Achieve awards in various HIT competitions.

### **1.5.5 Application for Scholarship**

Students who wish to apply for the Self-Paying International Student's Scholarship, International Student's Scholarship, and scholarship per month should participate in the election organized by each school (department). Relevant documents should be handed in by each school (department) and examined by the College of International Education.

The Outstanding International Students' Scholarship is awarded once a year in mid-July. Necessary documents will not be accepted past the deadline and will not be returned.

### **1.5.6 Materials Needed**

- 1) Application form for the HIT Outstanding International Students' Scholarship
- 2) Report card during the study period in HIT
- 3) Recommendation letter of respective school
- 4) Copy of honor certificates
- 5) Letter of self-recommendation

### **1.5.7 Supplementary Articles**

If any student who has been awarded with the outstanding international students scholarship is found to have committed any of the following behaviors, the school shall cancel his or her qualification of scholarship, withdraw the scholarship and honor certificates, and circulate a notice of criticism.

- 1) Breaking the rules and disciplines of HIT or laws of China.
- 2) Not registering on time without approval, leaving school, being absent from class for over two weeks for non-health reasons.
- 3) Failure of more than 30% of the courses during the period the scholarship was awarded.
- 4) Failure to move to the next grade.
- 5) Discontinuation of studies for personal reasons after receiving a scholarship.

### **1.5.8 Contact**

College of International Education of HIT

Add: 11 Siling Str. Harbin 150001 P.R.China

Tel: +86-451-86403741

Fax: +86-451-86417792

E-mail: lidongmei@hit.edu.cn

Website: www.studyathit.cn

**Friendly Reminder:**

(1) The scholarship was carried out since January 2015; the CIE of HIT reserves final explanation.

(2) For more details, please see College of International Education Website [www.StudyatHIT.cn](http://www.StudyatHIT.cn)

## 2 Living Guide

In order to have pleasant living and learning environment, please read below regulations carefully and follow the rules of the dormitory.

### 2.1 Housing on Campus

#### 2.1.1 Check-in

Students need to check in at the Reception of No. A13 with the following materials:

Housing fee of 600 RMB/bed (excluding the electricity fee) for a double room measured in semesters.

International students should at least pay the housing fee of one semester. If a student quits school in the middle of the semester, the housing fee will be settled according to the actual living time. International students living in A13 need to pay for the electricity fees immediately after checking in at the reception of A13. Electricity fees should be paid in advance: there will be refunds for any over payment and supplements should be made for any deficiency. When you leave school, the unused electricity fees can be refunded.

Foreigner Residence Registration Form

Four photos (3\*4 inch)

Students will be requested to pay a housing deposit for room key upon check in which will be returned upon check out. International students should ensure not to lose their keys in order to receive their deposit refunds. The Housing deposit is 300 RMB, and refundable if no public facilities have been damaged.

#### 2.1.2 Dormitory Regulations

1) Room allocations will be arranged by the International student Dormitory. Students may not change rooms without permission. If students want to change rooms, they need to apply to the College of International Education where the staff will decide if the student could be moved to an unoccupied bed. Changes are decided case by case and may only be done once. The International student Dormitory has the right to make room change with which students must cooperate.

2) Students should strictly obey the daily schedule. It is forbidden to accommodate any visitors overnight.

Mixing of male and female students is also forbidden.

- 3) Students should maintain a safe and clean living environment in the dormitory. Students are expected to know and respect the rules of the dormitory management manual. Close time is 24:00 p.m.: please return to the dormitory before that time.
- 4) Students can apply for internet access with their student cards, accommodation cards, and meal cards at the Internet and Information Center.
- 5) Hot water is supplied 24 hours.
- 6) Public washing machines, along with the tokens that can be purchased to operate them, are available within the dormitory.
- 7) It is forbidden to use electric stoves, portable gas stoves, or other high powered equipment.

For more details, please see the International Student Housing Handbook of Harbin Institute of Technology.

## **2.2 Housing off Campus**

- 1) Sign a Housing Contract with a landlord. When signing a lease describing your rights and responsibilities, please check that the landlord possesses a Land Title Certificate. The landlord is responsible for assisting you to complete the residence registration at the local police station within 24 hours.
- 2) Apply for living off-campus at the CIE with Housing Contract with a tuition payment receipt, a photo (2-inch), a completed Off-campus Housing Security Agreement, and the certificate for the agreement of off-campus housing.
- 3) Register at the local police station within 24 hours with the Foreigner Residence Registration Form (triplicate), 839 data sheet and Certificate for Agreement of Off-campus Housing after you move off-campus (accompanied by the landlord will be more convenient).
- 4) Please take care of the Foreigner Residence Registration Form for future use. The Residence permit holder (the international student) must change the address on their Residence Permit.

### **Friendly reminder:**

- (1) Please renew your Foreigner Residence Registration Form at police station if you move into a new house. International students who do not register at local police station will be refused for visa processing and punished by the judicial authorities.



(2) For management of off-campus housing, please refer to the management of on-campus Housing.

### 2.3 Visa Application

International students may study at HIT with “X1” “X2” or “L” visas. CIE applies for visas for students according to the period of schooling (based on tuition payment receipt).

Necessary materials for processing a visa:

- 1) Original passport, copy of passport; copy of Chinese visa; copy of page with the latest entry seal.
- 2) One photo (2-inch)
- 3) Residence registration form (839 Form)
- 4) Admission Letter for students whose visa type is non-Residence Permit (must provide)
- 5) Tuition payment receipt
- 6) Insurance payment receipt for students with a program longer than 6 months
- 7) Visa fee
- 8) Physical Test Proof for the students applying for visa extension with a program longer than 12 months or with X1 visa

Place: Exit-Entry Inspection and Quarantine Bureau of Heilongjiang province

Address: No. 9 Ganshui Road, Kaifa District, Harbin

Bus line: 22, 82. Get off at Tian e restaurant, go across the road, and walk about 300 meters.

Tel: 82337601-3101/82332047/82330878

Working time: 8:30-11:30 from Monday to Friday

Notary office address: No.23 west sixteen street, Daoli District, Harbin, Tel: 84635707

The Exit-Entry Administration of Harbin: 87661576

Exit-Entry Inspection and Quarantine Bureau of Heilongjiang province: 87007871

#### 2.3.1 Visa Application Details

1) CIE can issue materials for students who need to extend visa and study more than one year (visa extending date will based on the study time in HIT). Students who want to apply for residence permit and study in China more than one year should obtain X1 visas before entering China, and apply for residence permit within 30 days after entering China. Other types of visa will convert into X2 visa (short-term study visa). The extension time is no more than 6 months each time (based on the study time at HIT) with once chance to

leave and reenter China. The validity period of visa takes into account any idle days on the latest visa. (The idle days are remarked on the visa page)

2) Students can obtain visa materials in Office 306 of CIE 15 days in advance of the expiration of visa or residence permit. The working time of CIE is: 8:30-11:30 from Monday to Friday. It usually takes 30 days to renew visa. If this interferes with examinations, traveling, or other arrangements, please plan accordingly and extend your visa beforehand.

3) According to the provisions, students who want to apply for visas for their families should do so independently.

4) Students who study or live in China should make sure their visa and Residence Permit is valid (If you are not clear about your visa expiration date, please take your passport to CIE to inquire). Those who overstay beyond their allotted time will be punished according to article 42 of the law of the People's Republic of China on the entry and exit administration rules. Students should understand the consequences of staying beyond their visa expiration date.

### **2.3.2 Procedures for accommodation registration**

1) According to article 30 of the People's Republic of China on the entry and exit administration rules, international students should finish the accommodation registration at the local police station within 24 hours of your entry. Offenders will be fined.

2) International students who live in A13 may register with the help of apartment staff. Students living off-campus should inform supervisors of address and contact information in a timely manner, and register at the local police station accompanied by householders. Students should keep the 839 Form with the stamp for future use.

3) Please register again within 24 hours if you apply for a new passport, have a new visa, move into a new house or re-enter China.

## **2.4 Insurance**

International students at HIT for degree should purchase Comprehensive Insurance & Protection for Foreigners Staying in China of Ping An Annuity Insurance Company, Ltd. The self-financed student should purchase it independently during registration time. CSC students insurance will be purchased by the Chinese ministry of education. Insurance & Protection for Foreigners Staying in China includes life insurance, accidental disability

insurance, accidental injuries insurance, outpatient and emergency insurance, and hospitalization insurance. International students should inform their supervisor immediately when accidental injuries occur or hospitalization is needed. CIE will then follow the agreement with insurance company for claims or to apply prepayment service.

Documents to be presented for settlement of claims:

- 1) Copy of passport of the insured
- 2) Copy of medical certificate
- 3) Hospital treatment and drugs detailed
- 4) Original of receipt
- 5) Medical record
- 6) Bank card information copy of bank card and bank account name

Friendly reminder:

- (1) The name of all the receipts should be the same as the passport name or insured name.
- (2) Students should go to the insurance company designated hospital using the comprehensive medical insurance, or there will be no reimbursement.

#### **2.4.1 Reimbursement for outpatient and emergency**

Within the insurance time, the daily limitation for outpatients is 600 Yuan. If the expense begins above a price of 650 Yuan, the insured can enjoy 85% of reimbursement with the max accumulative amount of 20000 Yuan. The insurance liability will be terminated once the accumulative amount of payment reaches the sum insured.

Reimbursement time for outpatient and emergency treatment: June 15th to 30th every year. Student should prepare the documents according to requirements of the insurance company. After verification of supervisors at ISC, documents can be mailed to the insurance company for claims.

Adversary/claim call: 400-810-5119

Insurance company Address: Pind An Building, No.23 Jin Rong Road, Xi Cheng District, Beijing.

Postal code: 100033

Receiver ZHANG Chunxia Tel 010-59731677

#### **2.4.2 Others**

- 1) Costs of outpatient registration, food during hospitalization, denture fittings, glasses, childbirth, abortion, physical effects correction, nutritional supplements and chronic

diseases of students are personal expense. Expenses caused by violating rules and discipline (fighting, etc.) are also not covered.

2) The insurance will be in effect beginning August 25th every year.

3) Supervisors at ISC will help to contact the insurance company and settle claims if needed (except outpatient or emergency) for students whose insurances are still valid. If the insurance is no longer valid, the student must cover the costs of medical treatment independently.

4) The insurance is still effective in China even if the international student suspends, quits or transfers to another university.

5) For matters concerning Comprehensive Insurance & Protection for Foreigners Staying in China, refer to specific articles of Ping An Annuity Insurance Company (website: <http://www.lxbx.net>).

## **2.5 Religion**

HIT and CIE staff will respect individual student's religious beliefs. During the period of learning in China, you have to strictly abide by the Regulations on the Administration of the Religion of the People's Republic of China. It is strictly prohibited on campus to do missionary work or send out religious propaganda materials. Posting or hanging religious pictures, text, or accessories in a public space is also forbidden. International students should respect different cultures, religious customs, and taboos.

## **2.6 Psychological Consultation**

HIT offers mental health counseling services. Students who wish to utilize them can contact CIE staff or the student coordinator in your school, or make an appointment directly.

Psychological Counseling Scheduling

Reservation: 8:00---11:30 13:30---17:00 Monday-Friday,

Appointment phone: 86413256 first campus

86283863 (second campus)

Address: Room NO. 433, student activity center (first campus)

Room NO. 427, student activity center (second campus)

## 2.7 School Bus Schedule

Driving range	Boarding Location	Date	Departure Time	Route
Main Campus- 2nd Campus	Dianji Buildin	Mon.-Fri	8:30 16:00 half-hour intervals 12:00 No bus	Dianji Building—School of Architecture—Main Building(2nd Campus)—Dining Hall—School of Civil Engineering
		Sat. Sun.	16:30	Dianji Building—Dining Hall
2nd Campus- Main Campus	School of Civil*Engineering	Mon.-Fri	8:30 16:00 half-hour intervals 12:00 No bus	School of Civil Engineering →Dining Hall→ Main Building(2nd Campus)→School of Architecture →Dianji Building
	*Dining Hall	Sat. Sun.	7:30	Dining Hall—Dianji Building
Main Campus- Science Park	Intersection between Administration Building and New Building, Square between Dorm 8 and Gymnasium	Mon.-Fri.	8:00 10:30 13:30 15:40	Intersection between Administration Building and New Building—Square between Dorm 8 and Gymnasium—Electric Vehicle Institute—Electronic Information Building—International Convention Center—Nanyuan Dining Hall
Science Park- Main Campus	Nanyuan Dining Hall	Mon.-Fri	9:00 11:20 14:10 16:30	Nanyuan Dining Hall—International Convention Center—Electronic Information Building—Electric Vehicle Institute—Square between Dorm 8 and Gymnasium—Intersection between Administration Building and New Building
Friendly reminder Further notice would be made if school bus is out of operation				

## 2.8Campus Network

Campus network:

There is an Internet interface available in each room of the International Student Apartment. Students who want to use the network in their dormitories may go to the Network Center in order to check in with their passports.

HIT Network Center:

Location: Network and Information Center

Working time: 8:00-17:00 from Monday to Friday

No days off during working time (except legal holidays, summer vacations and winter vacations)

Tel: 86414659-801

Tel for off-campus network:

China Mobile:10086

China Unicom:10010

CNC:10060

## **2.9 Other tips:**

### **2.9.1 Restaurant (location and open hours)**

1) Xue Yuan Restaurant: open 7:00-20:00

2) Convenient Restaurant: open 6:30-22:00, Meal cards are needed in the school restaurants. They can be acquired in the Food Service Center on the first floor of the Xue Yuan Building.

### **2.9.2 Bank**

In China, foreign currency exchange services are available only in the Bank of China. The Bank of China, China Construction Bank, Industrial and Commercial Bank of China, the Agricultural Bank of China and other banks all have on campus branches.

### **2.9.3 Post Office**

There is postal service in the Administration Building and on the first floor of the Main Building.

### **2.9.4 Traffic**

Bus Station: around 50 meters to the right of front gate of HIT first campus. Students can access the center of the city via bus lines.

Harbin Railway Station: take bus line 110, 64, 94, 107 or 81 at the Harbin Railway Station, get off at the fourth stop (HIT station) and walk about 370 meters to arrive at the front gate of HIT. It takes about 10 minutes by taxi.

Harbin West Railway Station: take the metro from HIT to Harbin West Railway Station directly; or take bus line 64, 11 or 120 for about 17 stops; or take a taxi (7.2m, about 20 yuan).

Metro line 1: Harbin South Railway Station—Harbin Hada-Second Affiliated Hospital of Harbin Medical University-Heilongjiang University-University of Science and Technology-Xuefu Road-Hexing Road- Xida Bridge-Harbin Institute of Technology-Harbin Railway Administration-Museum-First Affiliated Hospital of Harbin

Medical University Engineering University-Tobacco Factory-Harbin Engineering University Harbin Taiping International Airport

(1) Airport bus line:

First bus: 6:00 Last bus: 20:00 departure every 30 minutes (bus departure times vary with flights after the last bus)

Downtown-airport direction:Civil Aviation Building-Kang'an Road-Taiping International Airport Airport-downtown direction: Taiping International Airport-Kang'an Road-Tongda Street-Anfa bridge-Harbin Institute of Technology-Harbin Railway Station-Civil Aviation Building

(2) Downtown bus line

Students can take bus line 2, 3, 21, 22, 68, 69, 82, 103, 108, 111 and 115 and get off at Tian'e Restaurant station to access the civil aviation building; students around Harbin East Railway Station can access the civil aviation building by bus line 27.

Please leave for the airport at least 2.5 hours before your flight departure. The ticket price is 20 Yuan for one person. The bus station from the airport to downtown is on the first floor of the terminal. Whenever there is a flight landing, there is a bus to downtown.

There is also an airport bus at the square in front of Harbin Railway Station 5:10 every morning. It departs at 6:30 to airport. Bus line from the airport to Da Qing is also added.

(3) Taxi

It takes about 130 Yuan from airport terminal to Harbin downtown (including highway fees)

### **2.9.5 Useful telephone numbers**

Public service

Police:110

Fire:119

First aid:120

Traffic:122

Telephone Inquiry:114

HIT Security Office: 86414890

Huayuan Police Station: 86232588

Airport Inquiry: 82894220

On-campus apartment

A13: 86415704

A5: 86414726

A10: 86416324

A1 (second campus): 86282772

Off-campus apartment

HIT International Student Apartment: 86790300

Jinyuan International Student Apartment: 86383111



## 3 Contact with Us

### Contact of CIE Staff

Position	Name	Responsible for	Room	Office No.	E-Mail
Director	Shao Wei	International students recruitment and career advising	304	86412647	shaowei@hit.edu.cn
Deputy Director	Liu Wei	Russian language support	308	86412847	anatolii@hit.edu.cn
Deputy Director	Piao Yuejin	Korean language support	304	86412647	piaoyuejin@hit.edu.cn
Program Coordinator	Zhao Lin	English language support	302	86402455	studyathit@hit.edu.cn
Program Coordinator	Li Zhuoran	English language support	302	86402455	studyathit@hit.edu.cn
Program Coordinator	Ai Wenxin	Russian language support	302	86418461	aiwenxin@hit.edu.cn
Director	Liu Mengnan	General affairs of International students office	308	86412847	liumengnan@hit.edu.cn
Deputy Director	Li Dongmei	General affairs of CSC students; responsible for School Mechatronics Engineering, Humanities and Social Science, Life Science and Technology, Civil Engineering, Municipal and Environmental Engineering, Transportation Science and Engineering, Science and Marxism.	310	86403741	lidongmei@hit.edu.cn

Position	Name	Responsible for	Room	Office No.	E-Mail
Deputy Director	Chen Daqing	Chinese language students general affairs, Emergency affairs	310	86403741	chendaqing@hit.edu.cn
Program Coordinator	Guo Ning	Undergraduates service except School of Humanities and Social Science	310	86403741	guoning@hit.edu.cn
Program Coordinator	Cheng Jing	Responsible for School of Materials Science and Engineering, Computer Science and Technology, Electrical Engineering and Automation, Electronics and Information Engineering, Energy Science and Engineering, Architecture, Astronautics and Law	310	86412741	chj@hit.edu.cn
Program coordinator	Gao Yang	Responsible for School of Management, Software, Chemical Engineering, Foreign Languages	310	86412741	gaoy@hit.edu.cn
Director	Wu Yue	Visa affairs and comprehensive services	315	86414870	wuyue@hit.edu.cn
Program Coordinator	Feng Di	Visa affairs	315	86403742	fengdi@hit.edu.cn
	Gu Yuanyuan	Secretary of CIE	315	86403745	Guyuanyuan@hit.edu.cn

## Graduate Students Teaching Secretary Name List

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	Yu Lindi	Materials Austrotics master & PhD	86413406	13946170665	yulindi@hit.edu.cn	
	Guan Xin	Master and PhD of Mechanics	86413406	13904810855	guanxin@hit.edu.cn	
	Zhang Anhui	Master & PhD	86413406	13394517809	zh_anhui@126.com	
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School Mechatronics Engineering	Yu Wennan	PhD	86413811	13796029206	yuwennan@hit.edu.cn	Room 2011, mechanical engineering building
	Li Mengyu	Master	86413811	13664604568	limengyu@hit.edu.cn	
School of Materials Science and Engineering	Wang Ning	PhD	86412943	13604802152	cyyb@hit.edu.cn	Room 624, materials building
	Li Jun	Master	86413945	13796671303	lijun2634@hit.edu.cn	
School of Energy Science and Engineering	Zhao Ri	Master & PhD	86413209	13946033936	zhao_ri2008@126.com	Room 207, energy conservation building
School of Electrical Engineering and Automation	Ding Huimin	Master & PhD	86415857	13029712527	dinghm@hit.edu.cn	Room 40024, electrical engineering building
	Guan Shuo	master & PhD	86402470	18686753157	guanshuo@hit.edu.cn	Room 20030, electrical engineering

School	Teaching Secretary		Contact		E-mail	Office
	Name	responsible for	Office No.	Mobile		
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	Dong Xiaoli	Master		15045427371	dongxiaoli_hit@163.com	
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School of Chemical Engineering and Technology	Wang Jing	PhD	86403309	18045010020	wangjing123@hit.edu.cn	Room 320,School of Science building
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	Liu Ying	Training		13766862212	liuying0528@hit.edu.cn	
	Guo Wenxuan	Degree		13903617479	guowenxuan@hit.edu.cn	
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School of Civil Engineering	Chen Chunpei	Master & PhD	86282073	13684603747	chenchunpei@hit.edu.cn	Room 306, School of Civil Engineering
School of Municipal and Environmental Engineering	Tang Yali	Master & PhD	86283006	13089989882	tangyl@hit.edu.cn	Room 1206, School of Municipal and Environmenta l Engineering

School	Teaching Secretary		Contact		E-mail	Office
	Name	responsible for	Office No.	Mobile		
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	Li Xue	Master		18304621700	lixuecs@126.com	
School of Foreign Languages	Xu Zhuorui	Master	86414509	13359992503	xuzhuoruihit@126.com	Room 3021, Mechanical engineering building
School of Law	Zhang Yu	Master	86402629	13936491733	zyhit163@163.com	Room 304, Yifu building
School of Marxism	Wang Jiani	Master	86418352	15804625815	wangjiani1006@163.com	Room 1001, Xiaobu building

## School Deputy Secretary List

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## Psychological Consultation Adviser List

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No.	School	Adviser	Office Phone No.	Mobile	E-mail
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