

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

College of International Education

Harbin Institute of Technology

August 2016

亲爱的同学：

欢迎你正式成为哈尔滨工业大学的学生！

为了帮助你更详细地了解哈工大，了解哈工大的各项规章制度，方便你今后的学习和生活，我们根据学校的相关规定编制了《哈尔滨工业大学留学生手册》，请仔细阅读后遵照执行。

哈尔滨工业大学国际教育学院有相应的解释权。

希望你在哈工大学有所成，奉献社会。

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

护照姓名 (Passport name):

护照号码 (Passport Number):

国籍 (Nationality):

学生类别: 中国政府奖学金生 交换生 短期项目学生 HIT 奖学金 自费

Type of Programs: CSC exchange student Short-term Program student

HIT

Self-financed

承诺内容:

国际教育学院已告知本人《哈尔滨工业大学留学生手册》相关内容。

本人将认真阅读手册并自愿遵守哈尔滨工业大学全部管理规定，并承担自己的行为后果。

本人承诺：我将严格遵守公寓（含校内、金源、哈特、海韵）管理规定，确保住宿安全，不私接电源、电线及其他用电设备，不在房间内做饭，并保持房间整洁。

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.

承诺人签字 (Signature):

签字日期 (Date): 年 (year) 月 (month) 日 (day)

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哈尔滨工业大学及国际教育学院简介

哈尔滨工业大学隶属于工业和信息化部，是由工信部、教育部、黑龙江省共建的国家重点大学，是首批进入国家“211工程”和“985工程”建设的若干所大学之一。

1920年，中东铁路管理局为培养工程技术人员创办了哈尔滨中俄工业学校——即哈尔滨工业大学的前身，学校成为中国近代培养工业技术人才的摇篮。新中国成立后，哈尔滨工业大学成为全国学习前苏联高等教育办学模式的两所大学之一，此后学校一直得到国家的重点建设。2000年，同根同源的哈尔滨工业大学、哈尔滨建筑大学合并组建新的哈尔滨工业大学。如今，学校已经发展成为一所特色鲜明、实力雄厚，居于国内一流水平，在国际上有较大影响的多学科、开放式、研究型的国家重点大学。

学校坐落在中国北方冰城哈尔滨市，同时在威海市和深圳市分别设有哈尔滨工业大学（威海）和哈尔滨工业大学深圳研究生院，形成了“一校三区”的办学格局。

学校在长期的办学过程中，形成了“规格严格，功夫到家”的校训，以朴实严谨的学风培养了大批优秀人才，以追求卓越的创新精神创造了丰硕的科研成果。学校以适应国家需要、服务国家建设为己任，形成了以航天特色为主，拓宽通用性为准则，充分发挥学科交叉、融合的优势，形成了由重点学科、新兴学科和支撑学科构成的较为完善的学科体系，涵盖了哲学、经济学、法学、教育学、文学、历史学、理学、工学、管理学、艺术学等10个门类。

学校综合办学条件优良，基本设施齐备，科学园、实验中心、体育馆（场）、活动中心、游泳馆等各类设施齐全，为全校师生员工的学习、生活、开展中外学术和文化交流活动提供了条件。

国际教育学院是哈工大来华留学生招生、协调管理及非学历教育的归口部门，负责留学生的招生宣传、护签手续、管理业务指导等事务。学院下设：招生与就业办公室、留学生管理办公室、对外汉语培训部和院长办公室。

学院的根本任务是招收各类留学生，不断加强学校国际间的教育和文化交流，大力促进学校校园文化多元化和促进学校国际化办学水平，助推世界一流大学建设。具体负责学校留学生招生宣传、录取、护签手续和管理业务指导工作；负责学校校际间的来华留学生交流与交换项目；负责来华留学中国政府奖学金（CSC奖学金）、优秀来华留学生奖学金（含HIT奖学金）及各类企业和个人奖学金的审批与管理；负责对外汉语教学的非学历教育；负责中华语言与文化的对外传播与推广；协助本科生院、研究生院、院系及后勤等部门管理留学生；组织留学生课外活动并提供必要的生活咨询。

1 学习指南

1.1 本科留学生入学及日常管理规定

在哈尔滨工业大学学习的外国留学生须遵守中华人民共和国法律、法规，遵守中华人民共和国的社会公德，尊重中国人民的风俗习惯，自觉维护各国学生间的友好关系。

在哈尔滨工业大学学习的外国留学生必须遵守哈尔滨工业大学的各项规章制度，尊敬老师，团结同学。按照教育培养方案认真学习。

1.1.1 报到注册及入学

1) 新生应按《录取通知书》规定的日期来校办理以下手续：

- (1) 准备 2 寸证件照片 4 张
- (2) 填写《外国留学生注册登记表》
- (3) 交验护照、签证
- (4) 需按时缴纳注册费、学费、保险费
- (5) 凭借院系报到证到院系报到

报到地点：哈工大二校区（哈尔滨市南岗区黄河路）主楼阳光大厅报到；

汉语言文学专业到人文学院校部楼报到。

★温馨提示：

凡被我校录取的外国留学生须持录取通知书在指定的时间范围内到国际教育学院及相关院（系）报到，逾期两周不报到者，将被取消入学资格。

2) 老生应按上学期末通知的注册日期内返校办理以下手续：

- (1) 准备 2 寸证件照片 4 张
- (2) 填写《外国留学生注册登记表》
- (3) 交验护照、签证
- (4) 缴纳学费、保险费
- (5) 持学生证、学生卡到院系报到

★温馨提示：

1) 未经请假，逾期两周不报到者，按自动退学处理。

2) 注册时须缴纳一学年学费，否则不予办理签证等相关手续。学费、注册费一旦缴纳将不允许退费或转费。

3) 个人信息（例如 电话、邮箱、住宿地址等信息）如有变动，须立即告知国际教育学院主管老师。如果因个人信息变动未及时告知主管老师，导致没有收到重要信息，学院将不承担相关责任。

1.1.2 课程考核及成绩管理内容

1) 外国留学生必须参加学校教育培养方案规定的课程，可以免修政治、体育、军训。

2) 母语为英语的留学生可以选修英语作为第一外语（免修不免试），此外的留学生可选修公共汉语、英语、日语、俄语作为第一外语。《公共汉语》课程编号：07C1160091(大一秋季学期) 07C1160092(大一春季学期) 07C1160093(大二秋季学期)。

3) 外国留学生必须参加教育培养方案规定（免修课程除外）课程的考试。

4) 各门课程考核方式及成绩评定的细则由院（系）和教研室、任课老师制定。考试或考查的成绩均可按累加式记载，即课程成绩由期末、期中、平时等成绩累加得出。平时成绩主要结合学生出勤、实验、实习、课外作业、课程论文以及平时测验等成绩综合评定。

5) 自 2015 年秋季学期开始，留学生《工科数学分析》、《代数与几何》、《概率论与数理统计》3 门课程单独授课，教学大纲、培养方案均不变。工科数学分析课程留学生单独授课，如果留学生工科数学分析上课时间与其他课程相冲突，请留学生自行调整，选择上课时间不冲突的相同课程。

★温馨提示：

如对课程选修等事宜有任何疑问，请联系辅导员或班长。

1.1.3 关于其他相关规定

1) 休学：因服兵役休学时间不得超过 3 年且不计入学制。其他原因休学以一年为期限。

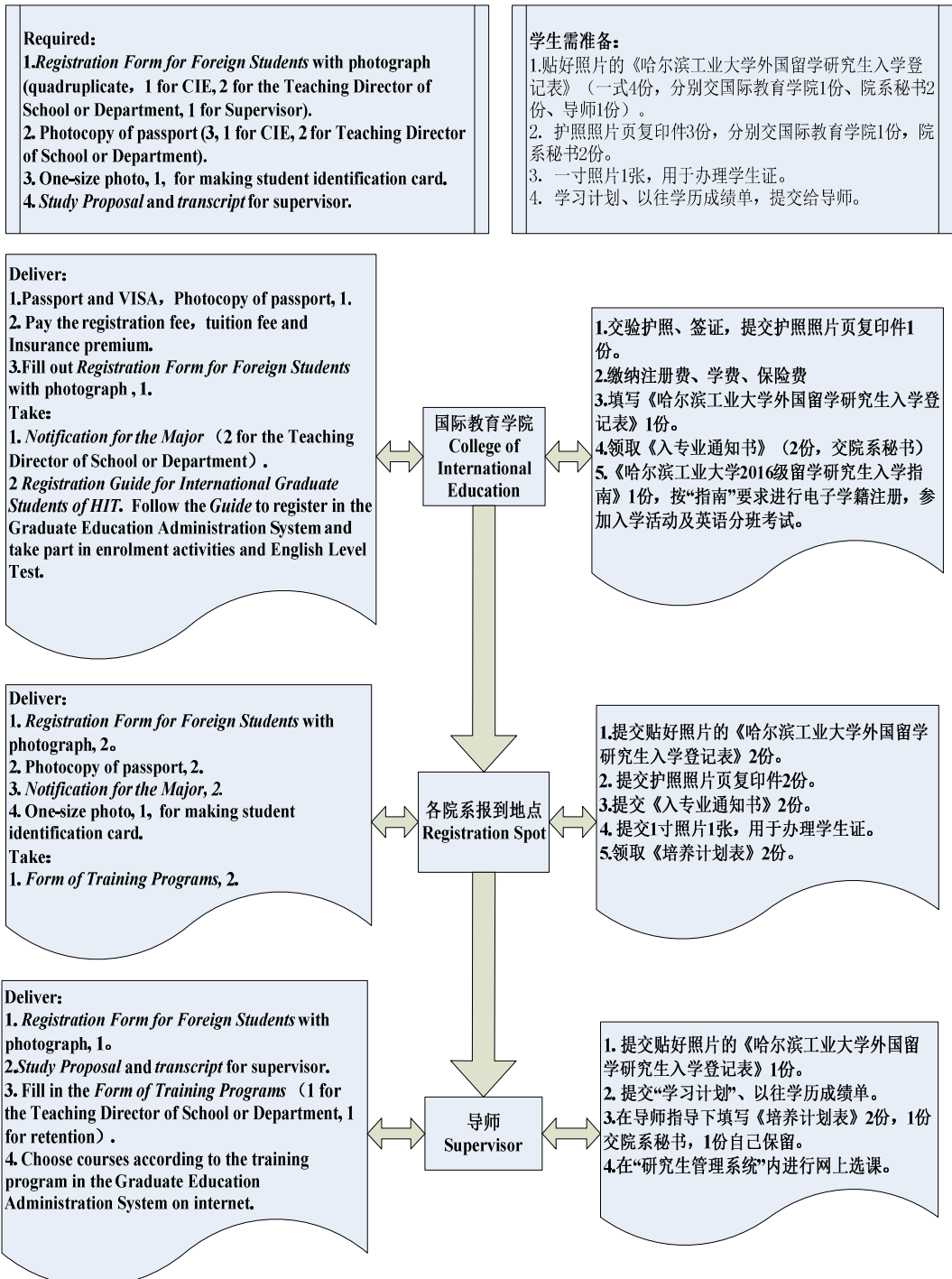
2) 退学：由学校决定退学的留学生，学校出具退学决定书并送交本人，无法送达的在教务处及国际教育学院网站公告，公告视同送达，同时报送黑龙江省出入境管理部门备案，终止或变更签证，限期离境。

3) 毕业：留学生在规定的学习年限（4-6 年）内（不含休学时间），课程不及格可以继续重修。在校学习标准学制年限之后，如果未能达到培养方案规定的毕业要求，留学生必须提前一个学期即第七学期向国际教育学院提出延长学习年限（最长 2 年）的书面申请，填写《哈尔滨工业大学外国留学生延长学习年限审批表》，经批准后生效，继续保留学籍并享有在校留学生待遇。

4) 延期：本科奖学金生不可延长奖学金，期满将自动转为自费留学生。延长学习期限的留学生，如果重修课程超过两门或未完成毕业论文，须交纳全额学费；如果重修课程在两门（含两门）以内，只按学分收费。在规定最长学习年限内学完培养方案的全部。

留学研究生报到流程

International Graduate Students' Register Process



★温馨提示: 必须参加外语分班考试

课程和教学环节且取得学分，准予毕业，颁发毕业证书；对符合学位授予相关管理规定的毕业生，颁发学位证书。

5) 结业：符合结业要求，准予结业，学校不负责签证、保险，住宿等事宜。其他相关规定，请同学们参照《本科生院学生手册》。

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

凡被我校录取的外国留学生须持录取通知书在指定的时间范围内到留学生中心及相关院（系）报到，领取选课表；到指定地点拍照，用于办理学生卡（即图书卡）。

学生入学需按《入学指南》要求参加各校入学教育和英语分班考试，除满足英语免修条件的学生外，均需参加英语分班考试，否则不能参加英语课的学习。

逾期两周不报到者，将被取消入学资格。

1) 新生详见《留学研究生报到流程》。

★温馨提示：必须参加外语分班考试

2) 老生应按上学期末通知的注册日期返校办理以下手续：

(1) 准备 2 寸证件照 4 张

(2) 填写《外国留学生注册登记表》

(3) 交验护照、签证

(4) 缴纳学费、保险费

(5) 持学生证、学生卡到院系报到

★温馨提示

1) 未经请假、逾期两周不报到者，按自动退学处理。

2) 注册时须缴纳一学年学费，否则不予办理签证等相关手续。学费、注册费一旦缴纳将不允许退费或转费。

3) 个人信息如有变动，必须立即通知留学生中心主管老师。因个人信息变动未及时告知主管老师，导致没有收到重要信息，留学生中心将不承担相关责任。

1.2.2 考核与成绩记载

1) 研究生应当参加学校教育教学计划规定的课程和各种教育教学环节的考核，考核成绩记入成绩单，并归入本人档案。

2) 研究生课程考核不合格，允许其重修。重修的研究生应参加下一次该门课程的学习和考核，考核成绩正常记载。

3) 在特殊情况下, 研究生选修课程考核不合格, 可在导师指导下改修, 但只能改修一次。

4) 经重修或改修后仍有两门次课程考核不合格者, 予以退学。

5) 研究生课程考核与成绩记载的具体事项按照《研究生课程考核及成绩记载管理办法》办理。

6) 研究生考试的考场纪律要求及考试作弊处理按照《关于研究生考场纪律及考试违纪处分的规定》办理。

1.2.3 考勤与请假

1) 研究生在学期间, 由于个人外出求职、因病治疗或休养等情况不能参加教育计划规定的活动, 应当事先请假并获批准。请假时间在两周以内, 需经导师批准, 院(系)登记备案; 请假时间在两周以上、一个月以内, 应由本人填写《哈尔滨工业大学研究生请假单》, 经导师同意、院(系)主管领导批准, 并报研究生院备案。一学期累计事假一般不得超过一个月, 如有特殊情况请假时间累计超过一个月时, 则需要延长在校学习时间。

2) 研究生参加由学校、院系组织或导师安排的外出实习、社会实践、科研工作、学术交流等校外活动的属因公外出。研究生因公外出由派出单位负责审批和管理, 外出时间超过两周时需报研究生院备案。研究生因公外出办理程序按《哈尔滨工业大学研究生因公外出管理办法》执行。

3) 研究生未请假或请假未经批准擅自离校不超过两周的, 根据具体情况给予批评教育、警告、严重警告、记过或留校察看处分; 擅自离校超过两周(含两周)的, 予以退学。在研究生请假或擅自离校期间, 学校对其行为不承担任何法律责任。

4) 未经批准, 研究生不按时参加教育计划规定的教学活动, 缺课 1/4 及以上者, 不能参加该门课程考核, 成绩以“0”分记载, 并视情节轻重给予批评教育直至纪律处分。

5) 研究生在学期间出国(境)留学、联合培养、参加学术会议、探亲等事宜按《研究生出国(境)管理工作的有关规定》办理。

1.2.4 休学与复学

1) 研究生可以分阶段完成学业。研究生申请休学或者学校认为应当休学者, 由学校批准后, 可以休学。研究生休学时间一般以半年或一年为期, 累计不得超过一年。休学期间, 不享受在校研究生待遇, 学校对其行为不承担任何法律责任。休学期间研究生患病的, 其医疗费按校医院和国家有关规定处理。

2) 研究生有下列情况之一者, 需申请休学:

- (1) 因病不能在校学习者；
- (2) 研究生因个人原因出国（境）者；
- (3) 经批准，以非毕业生的身份创业或到用人单位的全职工作者；
- (4) 定向就业类研究生因单位工作需要中断学业者；
- (5) 研究生因生育需要者；
- (6) 因其他原因需中断学业者。

3) 研究生如因上述原因休学，须由本人填写《哈尔滨工业大学研究生休学申请表》并附相关证明，经导师同意、所在院（系）及研究生院批准后，方可休学。定向就业类研究生申请休学还须经所在单位同意，出具单位同意证明。

4) 研究生应当于休学期满前一个月提出复学申请，经导师同意、院（系）主管领导及研究生院备案后方可复学。因病休学者，需附二级甲等以上医院提供的健康证明，经校医院或其指定的医院复查合格后，准予复学。在规定时间内不办理复学手续者，视为放弃学籍，按退学处理。

5) 研究生应征回国服兵役，学校保留其学籍；保留学籍期间，不享受在校研究生待遇，学校对其不承担任何法律责任。

6) 研究生休学期间违法乱纪情节严重的，取消其复学资格。

1.2.5 退学

1) 研究生有下列情形之一者，应予退学：

- (1) 在学校规定年限内未完成学业者；
- (2) 经重修或改修后仍有两门次课程不合格者；
- (3) 博士研究生综合考评成绩不合格者；
- (4) 学位论文开题成绩不合格者；
- (5) 学位论文中期检查成绩不合格者；
- (6) 因业务能力等原因，难以坚持完成学业者；
- (7) 未请假逾期两周不到校注册者；
- (8) 擅自离校超过两周或假满逾期两周不返校者；
- (9) 休学期满在学校规定期限内未提出复学申请或者申请复学经复查不合格者；
- (10) 保留入学资格期满在学校规定期限内未提出入学申请者；
- (11) 经过指定医院确认，身体条件不便、患有疾病或者意外伤残无法继续在校学习者；
- (12) 未按学校规定缴纳学费者；

(13) 学生材料存在弄虚作假、缺少关键材料等情况者；

(14) 学校认定应当退学者；

(15) 在对学校和导师的工作不产生影响的情况下，本人申请退学者。

2) 对研究生的退学处理，由校长办公会议研究决定。对退学的研究生，由学校出具退学决定书并送交本人，同时报学校所在地省级教育行政部门备案。

3) 研究生对退学等处理有异议的，按照《哈尔滨工业大学学生校内申诉处理规定》办理。

4) 退学的研究生，不得申请复学。

1.2.6 转学科

1) 硕士研究生不得转学科。如导师转换学科，硕士研究生仍应在录取时所在学科完成后续工作。

2) 博士研究生一般不得转学科。如因导师学科调整、导师变动或其他特殊原因而需要转学科的，须由本人填写《博士研究生转学科(专业)申请表》，导师、院(系)主管领导签署意见，研究生院审批，并报省学位办审核备案，同时完成其他相关手续。

其他管理规定，已入专业学生请参照《留学研究生手册》；

1.3 中国政府奖学金生管理办法

1.3.1 奖学金资助标准

中国政府奖学金全额奖学金资助标准为：

1) 免交注册费及学费

2) 提供免费公寓住宿

3) 学生在华保险由相关部门统一购买

4) 奖学金生进行超出学校教学计划的实验或实习，超出费用自理。

5) 提供奖学金生生活费，标准为(人民币 / 月)：

本 科 生 2500 元

硕士研究生 3000 元

博士研究生 3500 元

1.3.2 奖学金管理办法

1) 奖学金新生报到后，须在 9 月 15 日前办理工商银行存折或银行卡用于每月生活费接收，并向主管老师提供银行对账单。未能如期提供银行对账单者，该月生活费次月发放。

2) 每学期开学, 奖学金学生于当月十五日(含十五日)之前注册报到, 发给全月奖学金生活费; 十五日以后注册报到, 发给半个月奖学金生活费。

3) 奖学金生活费自奖学金学生入学之日起逐月定期发放, 每月月末发放当月生活费, 且不可预支。中国政府奖学金学生需按管理规定在每月 10 日至 15 日期间到主管老师处确认签到, 不可代签, 未能如期签到者, 暂时停发当月生活费。学校规定的假期期间, 学生无需签字, 生活费正常发放。

4) 毕业生的奖学金生活费发放至学校确定的毕业日期后半个月。对休学、退学或结业回国者, 奖学金生活费自次月起停发。

5) 中国政府奖学金生搬离公寓后, 将于次月开始享受外住补贴, 补贴标准:

本 科 生: 700 元/月

硕士研究生: 700 元/月

博士研究生: 1000 元/月

1.3.3 奖学金年度评审及奖学金延期注意事项

1) 奖学金年度评审

按照国家留学基金委相关规定, 在华学习一年以上的中国政府奖学金学生每年均需参加中国政府奖学金生评审, 基金委根据高等学校的评审意见和建议, 决定是继续向奖学金生提供中国政府奖学金, 还是终止, 取消其继续享受中国政府奖学金资格。(1) 按规定需参加年度评审的学生, 每年三月份到国际教育学院所属学院主管老师领取《中国政府奖学金年度评审表》并在规定时间内将填写完整的申请表交至主管老师处。

(2) 汉语补习生由国际教育学院汉语培训部负责评审;

(3) 进入专业学习的留学生由各院系及导师负责评审;

(4) 年度评审不合格者将被中止或取消奖学金资格。

2) 奖学金延期注意事项

(1) 因奖学金期限届满未能毕业而申请延长奖学金期限的奖学金生, 均须如实填写《中国政府奖学金生延长奖学金期限申请表》并上报所在学校院系和留学生主管部门。

(2) 申请延长奖学金期限的奖学金生, 均须参加国家留学基金委组织的中国政府奖学金年度评审。对无故不参加奖学金年度评审或奖学金评审未通过的学生, 奖学金期限不予延长。国家留学基金委受理延长奖学金期限的时间为每年 4 月 30 日以前, 逾期不予受理。

(3) 中国政府奖学金研究生如在奖学金终止时仍不能毕业, 凭本人申请和导师意见可向国际教育学院提出转为自费攻读学位, 经审核批准后, 学生需缴纳学费(自费学位生学费 8 折), 保险费及公寓费, 延期期限为半年或一年。自费延期期满, 仍不能如期毕业, 再次申请延期时需缴纳全额学费。

1.3.4 中国政府奖学金生回国国际机票申请方法

根据中国政府与部分国家政府达成的双边协议或谅解, 中方向部分发展中国家来华奖学金生提供学成回国国际机票。有关申请方法如下:

国家留学基金委于每年 4 月份以前向学校寄发(XXXX 年享受回国国际机票的学生名单), 名单中已列出预计回国留学生的部分个人信息, 预计当年毕业的学生根据办公室提供的名单填写个人信息及回程机票信息。购票成功后, 国家留学生基金委将把电子客票行程单通过电子邮件的方式发送至学校办公室, 办公室核对信息无误后将其发给学生本人。

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

1) 休学

(1) 学校根据国家有关规定对外国留学生进行学籍管理。奖学金生如因病需要休学的, 学生本人须向学校留学生主管部门提出书面申请, 并须提供相关的证明材料(如医院的检查证明)。

(2) 获准休学的学生, 自休学之日起, 其奖学金资格自动中止, 学生应按照规定尽快回国, 旅费自理。奖学金除因病外其他原因休学者, 其奖学金资格不予保留。

2) 复学

休学的奖学金生在休学期满时, 须向所在学校提出书面复学申请并附上相关材料(如医院出具的康复证明等)。批准复学学生的奖学金期限将自动顺延, 顺延期限不得超过其休学期限。

有下列情况之一者, 取消其享受中国政府奖学金资格一年:

- (1) 因考核成绩不合格留级或者降级的;
- (2) 所修课程连续两年未达到规定学分的;
- (3) 受到留校察看处分的。

被取消享受中国政府奖学金资格者, 自下一学期开学起停发其奖学金, 但本人可按照学校有关规定申请自费或者减免部分费用留校继续学习。终止期满前, 经本人申请, 可以参加当年的年度评审, 如评审合格, 经基金委批准后, 可以自下一学期起恢复奖学金。

有下列情况之一者, 取消其享受中国政府奖学金的资格:

- (1) 收到勒令退学或者开除学籍处分的
- (2) 在校学习期间累计两次未通过年度评审的
- (3) 无正当理由不参加年度评审的

被取消享受中国政府奖学金资格者，从发布之日起停发其奖学金，其享受中国政府奖学金的资格不得再恢复。

相关具体管理细则，请参照《中国政府奖学金来华留学管理手册》最终解释权归属哈尔滨工业大学国际教育学院。

1.4 国际学术会议专项基金

1.4.1 基金设立的宗旨

为鼓励、支持我校学位留学生积极参加高水平国际学术会议，给优秀学位留学生创造更多的参与国际学术交流的机会，扩大学校在国际学术界的影响，特设立哈尔滨工业大学外国学位留学生参加高水平国际会议专项基金。

1.4.2 受资助条件

- 1) 申请人为我校在籍全日制外国学位留学生；
- 2) 导师认定为所在行业国际权威学术团体组织召开的序列学术会议，如查实非所在行业国际权威会议，国际教育学院不予资助；
- 3) 明确邀请口头学术交流的第一作者（且第一作者单位署名应为哈尔滨工业大学，建议导师应为论文作者之一）；
- 4) 论文被会议论文集全文录用；
- 5) 每位外国学位留学生在学期间原则上可享受的资助次数为境内一次、境外一次；
- 6) 每个国际会议原则上只资助一名留学生参会，依申请时间顺序审批。

1.4.3 资助标准

境内召开的国际会议：

获得资助者，享受资助的国内旅费标准为：不超过人民币 1500 元。

境外召开的国际会议：

获得资助者，享受资助的国际旅费标准为：亚洲国家不超过 5000 元人民币；其他国家不超过 10000 元人民币；国际会议注册费标准为：不超过 500 美元。

1.4.4 申请及审批程序

申请者需于会前至少两个月提供以下材料上报国际教育学院：

1) 填写完整的《哈尔滨工业大学外国学位留学生参加高水平国际会议专项基金申请表》;

2) 正式邀请信的复印件 (须注明论文被会议论文集全文录用);

3) 会议日程的复印件 (如暂时没有, 请提供在会议上宣读论文的证明);

4) 论文摘要。

1.4.5 报销流程

1) 国际教育学院审批后, 将提供获资助者《外国学位留学生参加高水平国际会议资助通知单》, 获资助者凭此通知单办理借款和报销手续。

2) 报销时需提供参会总结 (包括体会、建议、照片等)、票据 (境内参会: 火车票或飞机票原件; 境外参会: 正规机票购票发票、机票行程单、往返登机牌原件、会议注册费收据), 按资助标准和相关要求办理。

3) 上述费用需本着勤俭节约的原则, 在标准内实报实销; 实际超出部分, 留学生中心只支付所批示金额。

1.4.6 其他

本规定针对原《关于设立资助外国学位留学生出国参加国际会议专项基金的规定》进行了修改, 自公布之日起施行, 由哈尔滨工业大学国际教育学院负责解释。原《关于设立资助外国学位留学生出国参加国际会议专项基金的规定》废止。

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

为进一步提高来华留学生培养质量, 激励各类在校优秀留学生勤奋学习, 在学业、科研方面取得突出成绩, 学校设立哈尔滨工业大学优秀外国留学生奖学金。

1.5.2 奖励对象

已在我校学习的优秀留学生。

1.5.3 奖学金种类、名额及标准

1) 哈尔滨工业大学优秀自费本科留学生奖学金

哈尔滨工业大学优秀自费本科留学生奖学金仅限二、三年级中文授课自费本科留学生。此项奖学金以年级为单位评选, 每年级奖励名额以当年通知为准, 奖学金期限为一年, 奖励标准为:

一等奖学金: 免学费、提供生活费 (1000 元 / 月)

二等奖学金: 免学费;

三等奖学金：学费给予 50%优惠；

四等奖学金：学费给予 20%优惠。

奖学金期满后，学生可根据上一学年在校表现，继续参评下一年度奖学金。

2) 优秀留学生奖学金

由学院推荐，参与评选，获得校级“三好学生”等称号的留学生，留学生将一次性获得 1000 元奖励。

3) 哈工大“星”光璀璨，每月一星奖学金

被评为每月一星的同学，将一次性获得 500 元奖励。

1.5.4 评选条件

- 1) 遵守中国法律和哈尔滨工业大学校纪校规；
- 2) 品行端正，团结同学，尊敬老师；
- 3) 学习勤奋刻苦，成绩优异，在所学专业领域获得较高研究成果者优先；
- 4) 积极参与各项学校组织的各项活动，表现突出者优先；
- 5) 代表学校参加各类比赛并获得奖项者优先。

1.5.5 奖学金申请办法

哈尔滨工业大学优秀自费本科留学生奖学金、优秀留学生奖学金、每月一星奖学金参选人员应参加所在院（系）的评选，由院（系）、部（处）上报，国际教育学院审核。

哈尔滨工业大学优秀外国留学生奖学金每年评选一次，评审时间为每年 7 月中旬。

所有申请材料不予退还，逾期不受理。

1.5.6 奖学金申请材料

- 1) 《哈尔滨工业大学优秀外国留学生奖学金申请表》
- 2) 在校期间成绩单
- 3) 所在学院推荐信
- 4) 获奖证书复印件
- 5) 学生生活照
- 6) 学生自荐信（500 字左右）

1.5.7 附则

凡已获得哈尔滨工业大学优秀留学生奖学金的学生，如发现有以下行为者，学校将取消其奖学金资格，撤回奖学金及荣誉证书，并进行通报批评：

- 1) 学习期间违反校纪校规、中国法律;
- 2) 未经批准不按时到校注册、非健康原因离校、无故旷课,且时间超过两周者;
- 3) 奖学金获得期间,学期课程有 30%的考试、考查课成绩不及格者;
- 4) 达到留级条件的留学生;
- 5) 奖学金获得者因个人原因在获得奖学金后中断学业,将被视为自动放弃奖学金资格。

1.5.8 联系方式

哈尔滨工业大学国际教育学院

地址: 中国黑龙江省哈尔滨南岗区司令街 11 号

电话: +86-451-86403741

传真: +86-451-86417792

邮箱: lidongmei@hit.edu.cn

网站: www.studyathit.cn

★温馨提示:

本奖学金自 2015 年 1 月起执行,其解释权属于哈尔滨工业大学国际教育学院。

详情请参阅国际教育学院网站 www.StudyatHIT.cn

2 生活指南

为了方便留学生在公寓住宿，为同学们提供良好的居住和学习环境，请仔细阅读生活指南，也请同学们遵守公寓的管理规定。

2.1 校内公寓住宿

2.1.1 办理入住手续

留学生即将入住公寓，须到留学生公寓 A13 一楼服务台办理住宿，并提供以下材料办理相应手续：

预交房费（双人间）：600 元 / 床（不含电费，电费需自行缴纳），房费以学期为单位计算，办理登记手续时留学生至少应该缴纳一个学期的费用，学期期间放弃学业的时候，房费将按实际居住的时间予以结算。在留学生公寓内居住的长期留学生需要缴纳电费，入住留学生公寓后请马上到所居住公寓的服务台办理购电手续，电费采取预交形式，多退少补。离校时，没使用的电费可以退还给留学生本人。

办理《外国人住宿登记表》。

照片 4 张（3*4 寸）。

在服务台办理入住手续后领取房间钥匙时需要交纳钥匙押金，押金在学生退寝交还钥匙的时候返还学生本人，请各位同学注意保管好自己的钥匙不要遗失。保证金具体金额为 300 元/人。如果未损坏公寓内公共设施及用品，退寝时可返还。

2.1.2 公寓管理相关规定

1) 所有学生宿舍的房间由留学生公寓统一调配，留学生不可随意更换房间。如需更换，应先向国际教育学院提出书面申请，按实际情况决定是否予以更换非空房间的床位，并仅提供一次换房机会。公寓有权要求学生合房，且学生必须遵从公寓安排。

2) 留学生要严格履行作息时间与会客制度。学生宿舍不得擅自留宿来访客人，且禁止男女混居现象的发生。

3) 保持留学生公寓的整洁和安静，不得打扰他人的正常生活及休息。遵守公寓的有关管理规定。留学生公寓夜间关门时间为 24:00，请大家一定在此时间之前返回住处。

4) 需要在宿舍内上互联网的学生可持学生证、住宿证和饭卡到学校网络与信息管理中心办理开通手续。

5) 各房间及公用淋浴室热水供应时间为全天 24 小时。

6) 留学生公寓设置有公用洗衣机。留学生需到公寓前台购买洗衣币，每次投币使用洗衣机。

7) 为了大家的人身安全，预防火灾，房间内禁止使用电炉子、卡式炉等高功率的或具有明火设备。

★温馨提示：

公寓管理详情可参阅《留学生公寓管理手册》。

2.2 校外住宿

1) 与房东签订《租房合同》。注意：签合同前，应该仔细确认房主的《房屋产权证》，并在入住 24 小时内要求房东到房屋所在派出所协助办理外国人住宿登记，否则不能签订租房合同。

2) 须持《租房合同》、缴纳学费收据、二寸照片一张到国际教育学院申请公寓外住宿，填写《外国留学生校外住宿安全协议书》，开具《退房通知单》到公寓前台退房。

3) 持《外国人住宿登记表》（一式三份）、《境外人员 839 录入表》，《同意公寓外居住证明》在搬入校外住所的 24 小时内去租住房屋所属派出所办理住宿登记（可请房东协助办理比较方便）。

4) 妥善保管审批过的《外国人住宿登记表》，以备办理签证和离境时查验。持居留许可者还需办理居留许可地址变更手续。

★温馨提示：

1) 变更居住地的学生在搬家时，需重新履行上述手续。不按规定办理住宿登记及居留变更手续的留学生，将无法办理相关签证手续，公安机关还将依法对其进行处罚。

2) 校外公寓管理规定参阅校内公寓管理规定

2.3 办理签证及居留许可

留学生可持“X1”、“X2”、“L”签证来我校学习，国际教育学院按学生学习期限（以缴纳学费为准）为其代办签证。学生办理签证时须提供：

- 1) 护照原件、复印件；签证页复印件；最新入境章复印件
- 2) 照片（2 寸证件照片）一张
- 3) 住宿登记（839 表）
- 4) 签证种类非居留许可的同学需提供录取通知书

- 5) 缴纳学费收据
- 6) 学习 6 个月以上的留学生需提供缴纳保险收据
- 7) 签证费
- 8) 持 X1 签证和学习超过一年的留学生申请签证延期需提供《境外人员体格检查记录验证证明》

办理地点：黑龙江省出入境检验检疫局国际旅行卫生保健中心

地 址：哈尔滨市开发区赣水路 9 号

乘车路线：乘 22、82 路汽车，在天鹅饭店下车，过道后走 300 米即是。

电 话：82337601-3101 / 82332047 / 82330878

工作时间：周一至周五 上午 8：30-11：30

公证处地址：哈尔滨市道里区西十六道街 23 号，电话：84635707

哈尔滨市公安局出入境管理处：87661576

黑龙江省出入境检验检疫局：87007871

2.3.1 办理签证事宜的注意事项及相关说明

1) 申请签证延期和学习超过一年的留学生，我中心按学生学习期限（以缴纳学费为准）为其出具签证申请材料。申请居留许可的和学习超过一年的留学生必须在境外持 X1 签证入境，入境后 30 天内办理居留许可。持其他签证类型的留学生，签证会转成 X2 签证（短期学习签证），每次最多可延长六个月（具体时间以学习期限为准），并有一次离境再入境的机会，离境再入境后签证有效期要看最新签证入境后的可停留天数（具体详见签证页备注项）。

2) 留学生应在签证和居留许可停留有效期前 15 天到国际教育学院 306 室办理手续，办理签证手续及领取护照的工作时间为：周一至周五上午 8:30—11:30。办理签证一般需要 30 天，如遇考试、外出等事宜，需要同学们合理安排好时间。

3) 夫妻、携带子女的留学生需要为配偶、子女办理签证手续时，按相关规定，请留学生本人自行办理。

4) 学生在中国学习、居留期间应确保本人签证、居留许可有效（如不清楚可携带护照询问），超期停留者公安机关将依据《中华人民共和国外国人入境出境管理法实施细则》第四十二条规定对其进行处罚，其后果由学生本人承担。

2.3.2 住宿登记的办理

1) 按照《中华人民共和国外国人入境出境管理法实施细则》第三十条规定，留学生必须在 24 小时内到所居住地派出所办理住宿登记，超期不登记者将受到处罚。

2) 入住留学生公寓的学生由公寓管理人员协助办理相关住宿登记手续, 退房时应说明去处。公寓外居住的留学生应及时告知主管老师住宿地址和联系方式, 由房东协助自行前往派出所办理。办理好住宿登记后应留存好加盖派出所公章的 839 数据单以备查验。

3) 申领新护照、申领新签证、变更住宿地址和出境后再次入境都应在 24 小时内重新履行登记。

2.4 保险及医疗费用的报销

凡在我校学习的学位生, 必须购买中国平安保险公司的“来华留学生综合保险”。自费学位生需在开学注册报到时自行购买, 中国政府奖学金学生保险由中国教育部代为购买。来华留学生综合保险主要包括身故保险责任、意外残疾保险责任、意外伤害医疗保险责任、门急诊医疗保险责任、住院医疗保险责任。留学生在发生意外伤害或需住院医疗时, 必须在第一时间通告主管老师, 由学生所在学校按照事先规定的保险条款向保险公司理赔或申请医疗垫付服务。在受理理赔时需提供以下材料:

- 1) 护照首页复印件;
- 2) 住院诊断书复印件;
- 3) 住院治疗用药明细;
- 4) 药费收据(原件);
- 5) 病例;
- 6) 个人银行信息(银行卡复印件, 开户行账号名)

★温馨提示:

- 1) 所有票据中的姓名应与护照名或投保所用中文名相同;
- 2) 使用综合医疗保险需到保险公司指定医院就诊, 否则不予报销。

2.4.1 门急诊医疗理赔

中国政府奖学金生在每一个保险期间内, 就诊日费用限额为 600 元, 累积超过起付线 650 元以上的部分保险人按照 85% 比例赔付, 累积给付以保险金额 20000 元为限。当累积给付金额达到其保险金额时, 该被保险人的保险责任终止。

门急诊医疗费报销时间: 每年 6 月 15 日至 6 月 30 日。学生需按照保险公司要求准备理赔材料, 通过主管老师审核, 自行邮寄材料向保险公司申请理赔。

咨询电话 / 理赔电话: 400-810-5119

保险公司地址: 北京市西城区金融街 23 号平安大厦 9 层 100033

收件人: 张春侠, 电话: 010-59731677

2.4.2 其他注意事项

1) 门诊挂号费、住院伙食费、镶牙、配眼镜、分娩、人工流产、矫正生理缺陷、购买营养滋补品以及来华前已患有慢性疾病的医疗费均由学生自理；因违反校纪、法纪（打架、斗殴等行为）造成伤亡事故或所产生的有关费用，也均由学生自理。

2) 每学年的保险生效时间为每年的8月25日。

3) 购买我校指定的来华留学生综合保险的学生，如在保险期间出险，由国际教育学院主管老师协助联系保险公司进行医疗费用的支付及理赔事宜（门急诊医疗除外）。若在保险生效时间之外发生意外及医疗事故，责任自负。

4) 留学生购买保险后，如中途需要休学、退学或转学，所购买的保险在中国境内依然生效。

5) 凡涉及到“来华留学生综合保险”的具体事宜，根据中国平安保险公司的具体条款执行。（保险相关网址：<http://www.lxbx.net>）

2.5 宗教信仰

学校及中心的老师会尊重每位留学生的宗教信仰。留学生在中国学习期间，要严格遵守《中华人民共和国宗教管理条例》，严禁在校园内传教或散发宗教传品，不得在公共空间张贴或悬挂有关宗教的图画、文字或饰品。每位在校的留学生也要彼此尊重不同文化、宗教和习俗的禁忌。

2.6 心理健康咨询

我校设有心理健康咨询服务，有需要的同学可以与学生所在院系或国际教育学院主管老师联系，也可直接电话预约心理辅导老师。

校园心理辅导服务时间安排

预约咨询：周一至周五 8:00---11:30 13:30---17:00

心理咨询预约电话: 86413256（一区）

86283863（二区）

心理咨询室地址：学生活动中心 433（一区）

学生活动中心 427（二区）

2.7 学校班车时刻表

行车区间	上车地点	日期	发车时间	行车路线
一校区至 二校区	电机楼	周一至周五	8:30——16:00 每小时一班 12:00 无车	电机楼——土木楼——二区主楼—— 二区食堂——土木工程学院
		周六、周日	16:30	电机楼—学生食堂
二校区至 一校区	土木工程学院	周一至周五	8:30——16:00 每小时一班 12:00 无车	土木工程学院→二区食堂→二区主楼 →土木楼→电机楼
	学生食堂	周六、周日	7:30	学生食堂——电机楼
一校区至 科技园	行政楼与新教 学楼路口八公 寓和体育馆广 场	周一至周五	8:00 10:30 13:30 15:40	行政楼与新教学楼路口——八公寓和 体育馆广场——电动车研究所——大 楼——国际会议中心——南苑餐厅
科技园至 一校区	南苑餐厅	周一至周五	9:00 11:20 14:10 16:30	南苑餐厅——国际会议中心——电子 信息 大楼——电动车研究所——八公寓和 体育 馆广场——行政楼与新教学楼路口
备注：学校有特殊任务需停运时另行通知！				

2.8 校园网络

留学生公寓房间内都装有互联网接口，希望利用个人电脑在房间内上网的同学，可携带护照到学校网络中心办理上网手续。哈工大网络中心：

办公地点：网络与信息中心

办公时间：周一至周五 上午 8：00 至下午 17：00

办公时间无休息日（寒暑假、法定假日除外）。

服务电话：86414659-801

校园外网络客户服务热线：

移动：10086

联通：10010

网通：10060

2.9 其他方面

2.9.1 食堂位置及开餐时间

1) 学苑楼餐厅 - 营业时间 早上 7:00 至晚上 20:00

2) 方便食堂 - 营业时间 6:30 至 22:00 (学生食堂需要使用饭卡, 饭卡可在饮食服务中心办理, 地址学苑楼一楼)

2.9.2 银行

在中国国内目前可以办理外币兑换业务的银行只有中国银行, 国际教育学院建议大家到中国银行办理有关业务。校园内有中国银行、建设银行、工商银行、商业银行、农业银行等多家银行。

2.9.3 邮局

校内行政楼、主楼一楼均设有邮政服务部。

2.9.4 交通

公共汽车站: 位于哈工大主校区正门右侧约 50 米处, 利用公共汽车可以到达市中心。

哈尔滨火车站: 从哈站乘坐 110 路、64 路、94 路、107 路、81 站经过 3 站, 到达哈工大站; 步行约 370 米, 到达哈尔滨工业大学正门; 乘坐出租车 10 分钟即可到达。

哈尔滨西站: 乘坐从地铁哈工大站可直达哈尔滨西客站; 或乘坐 64 路、11 路、120 路, 大约经过 17 站, 可到达哈尔滨西站。打车费用大约 20 元, 全程 7.2 公里。

哈尔滨地铁一号线: 起点站哈南站, 途径哈达——医大二院——黑龙江大学——理工大学——学府路——和兴路——西大桥——哈工大——铁路局——博物馆——医大一院——烟厂——终点: 工程大学

哈尔滨太平国际机场:

1. 机场巴士 1 号线

首车 6:00 末车 20:00 每 30 分钟一班, 末车后根据航班起降发车)

市区——机场方向沿途车站: 民航大厦——康安路——太平国际机场

机场——市区方向沿途车站：太平国际机场——康安路——通达街——安发桥——哈尔滨工业大学——哈尔滨火车站——民航大厦

2. 市内公交

市内的旅客乘坐 2、3、21、22、68、69、82、103、108、111、115 路公共汽车，在天鹅饭店车站下车即可到达；哈东站附近的旅客可乘坐 27 路公共汽车在民航路车站下车。

请您与航班起飞前 2.5 小时乘坐机场巴士，机场巴士票价均为 20 元 / 人机场至市内线路乘车地点在候机楼 1 楼国内到达出口。机场发往市内的巴士随进港航班时刻发车。

有进港航班即有相应的巴士发往市内。

外地来哈尔滨乘机的旅客，每日早 5:10 分在火车站站前广场设有接站车，6:30 分发车，直达机场，每日仅此一班。同时，还增加了机场至大庆的机场巴士线路。

3. 出租车

从太平机场航站楼出来，即可打车，到哈尔滨市中心需 130 元左右（含高速费用）

2.9.5 常用电话

外国留学生常用电话登记：

匪警 (POLICE): 110

火警 (FIRE): 119

医疗急救 (FISRT AID): 120

交通事故 (TRAFFIC): 122

市区电话查询: 114

哈尔滨工业大学保卫处: 86414890

花园派出所: 86232588

机场问询: 82894220

校内公寓：

留学生公寓（十三公寓）前台：86415704

留学生公寓（六公寓）前台：86414726

留学生公寓（十公寓）前台：86416324

留学生公寓（二区一公寓）前台：86282772

校外公寓：

哈特留学生公寓 前台：86790300

金源留学生公寓 前台：86383111

3 联系我们

国际教育学院工作人员联系方式

职位	姓名	工作内容	地点	电话	邮箱
主任	邵微	留学生招生与就业办公室全面工作	304	86412647	shaowei@hit.edu.cn
副主任	刘威	俄语语言	308	86412847	anatolii@hit.edu.cn
副主任	朴月金	韩语语言支持	304	86412647	piaoyuejin@hit.edu.cn
语言支持	赵琳	英语语言支持	302	86402455	studyathit@hit.edu.cn
语言支持	李卓然	英语语言支持	302	86402455	studyathit@hit.edu.cn
语言支持	艾文馨	俄语语言支持	302	86418461	aiwenxin@hit.edu.cn
主任	刘孟男	留学生管理办公室全面工作	308	86412847	liumengnan@hit.edu.cn
副主任	李冬梅	分管 CSC 奖学金日常事务	310	86403741	lidongmei@hit.edu.cn
副主任	陈大庆	分管汉语培训生事务, 负责突发事件处理	310	86403741	chendaqing@hit.edu.cn
学生主管	郭宁	负责本科留学生日常管理	310	86403741	guoning@hit.edu.cn
学生主管	陈婧	负责材料、计算机、电气、电信、能源、建筑、航天及法学院硕博留学生管理	310	86412741	chj@hit.edu.cn
学生主管	高阳	负责管理、软件、化工、外国语、计算机学院硕博留学生日常管理	310	86412741	gaoy@hit.edu.cn
主任	吴跃	负责学院办公室全面工作	315	86414870	wuyue@hit.edu.cn
学生主管	封迪	办理拘留签证事物及综合服务	315	86403742	fengdi@hit.edu.cn
学生主管	顾园园	中心秘书及统计工作	315	86403745	Guyuan@hit.edu.cn

哈尔滨工业大学各院(系)研究生教学秘书联系方式

院(系)		教学秘书		联系电话		E-mail	办公室地点
名称	代码	姓名	负责内容	办公室	手机		
航天学院	04	张华	硕博	86413406	13804557839	hitzhanghua@hit.edu.cn	主楼 243
	18	于麟弟	材料宇航 硕博	86413406	13946170665	yulindi@hit.edu.cn	
		关欣	力学硕博	86413406	13904810855	guanxin@hit.edu.cn	
	21	张安慧	硕博	86413406	13394517809	zh_anhui@126.com	
电信学院	05	宋新	硕博	86413409	13836003708	songxin@hit.edu.cn	主楼 221
机电学院	08	于文男	博士	86413811	13796029206	yuwennan@hit.edu.cn	机械楼 2011
		李孟钰	硕士	86413811	13664604568	limengyu@hit.edu.cn	
材料学院	09	王宁	博士	86412943	13604802152	cyyb@hit.edu.cn	材料楼 624
		李隽	硕士	86413945	13796671303	lijun2634@hit.edu.cn	
能源学院	02	赵日	硕博	86413209	13946033936	zhao_ri2008@126.com	节能楼 207
电气学院	01	丁惠敏	硕博	86415857	13029712527	dinghm@hit.edu.cn	电机楼 40024
	06	关硕	硕博	86402470	18686753157	guanshuo@hit.edu.cn	电机楼 20030
理学院	11	金美花	硕博	86414109	13936062761	jmh@hit.edu.cn	理学楼 313
	12	刘淑芬	博士	86414208	13936183058	sfl@hit.edu.cn	格物楼 506
		董晓丽	硕士		15045427371	dongxiaoli_hit@163.com	
生命学院	28	李燕杰	硕博	86416944	15846502351	liyanjie@hit.edu.cn	理学楼 311
化工学院	25	王晶	博士	86403309	18045010020	wangjing123@hit.edu.cn	理学楼 320
		丛培琳	硕士	86413707	13845064957	peilincong@hit.edu.cn	理学楼 320
经管学院	10	徐蕾	招生学位	86414016	13945664982	xulei@hit.edu.cn	2H253
		刘莹	培养		13766862212	liuying0528@hit.edu.cn	
		郭文轩	学籍		13903617479	guowenxuan@hit.edu.cn	

院（系）		教学秘书		联系电话		E-mail	办公室地点
名称	代码	姓名	负责内容	办公室	手机		
人文学院	16	何云峰	硕士	86414622	18504512457	heyunfeng@hit.edu.cn	校部楼 1016
土木学院	33	陈春霏	硕博	86282073	13684603747	chenchunpei@hit.edu.cn	土木学院 306
市政学院	27	唐亚丽	硕博	86283006	13089989882	tangyl@hit.edu.cn	市政学院 1206
建筑学院		阚斌	招生学位 等	86281132	13766887944	kb0429@hit.edu.cn	土木楼 229
交通学院	32	李淑静	招生学籍 学位	86282116	15045102114	lishujing1985@126.com	交通学院 301
计算机学 院	03	文齐	博士	86413309	13796633266	wen_qi@hit.edu.cn	综合楼 216
		李雪	硕士		18304621700	lixuecs@126.com	
外国语学院	15	徐卓睿	硕士	86414509	13359992503	xuzhuoruihit@126.com	机械楼 3021
法学院	19	张宇	硕士	86402629	13936491733	zyhit163@163.com	逸夫楼 304
马克思主义 学院	26	王佳妮	硕士	86418352	15804625815	wangjiani1006@163.com	校部楼 1001

各学院副书记联络表

学院	姓名	性别	办公电话	手机	电子邮箱
航天学院	曲法义	男	86416104	13313692809	qufy@hit.edu.cn
电信学院	尹立一	男	86403488	18604514386	yinliyi@hit.edu.cn
机电学院	赵冰	女	86413807	18645037933	zhaobing@hit.edu.cn
材料学院	张弛	男	86418088	13936246030	zhangchi@hit.edu.cn
能源学院	苑颖	女	86402820	13766842211	yuanying@hit.edu.cn
电气学院	李岩松	男	86413606	13804635258	liyansong@hit.edu.cn
理学院	张宏	男	86402806	13836096721	zhangh@hit.edu.cn
经管学院	孙垠	男	86414040	13633603361	sunyin@hit.edu.cn
人文学院	董霖	女	86412488	13674668355	dlin2000_0@126.com
土木学院	魏小坤	男	86282205	13704818509	weixiaokun@139.com
市政学院	孙慧丽	女	86282732	13945062590	sunhui@hit.edu.cn
建筑学院	白玉蓉	女	86281189	13936627887	baiyurong@hit.edu.cn
计算机学院	李岳	男	86417972	13936511123	liyue@hit.edu.cn
外国语学院	梁佳	男	86412177	13936305170	liangjia@hit.edu.cn
法学院	韩颖	女	86403079	13030020106	hanyinghit@hit.edu.cn
化工学院	张旭	男	86403809	18686802988	zhangxu@hit.edu.cn
生命学院	喻庆勇	男	86403826	13704840464	yuqingyong@hit.edu.cn
英才学院	郭金	男	86414238	13766875005	guoj@hit.edu.cn
基础学部	张鲁进	男	86283691	13359874321	lujin@hit.edu.cn

院系心理教育联络员教师联络表

序号	院系名称	教师姓名	性别	办公电话	手机	邮箱
1	航天学院	卢倩倩	女	86415152	18646088761	151479064@qq.com
2	电信学院	袁斯洋	男	86403499	18646201948	yuansiyang_hit@163.com
3	机电学院	苏吉	女	86413809	15046105413	sujihit@163.com
4	材料学院	付影	女	86402520	13945002016	fuyinghit@hit.edu.cn
		毕磊 (学情)	男	86415970	13633600699	bil@hit.edu.cn
5	能源学院	刘超	男	86413208	18003667487	liuchao_lc90@163.com
6	电气学院	王一婷	女	86418534	13936644314	wishtarot@163.com
7	理学院	曲伟	女	86416949	15846586442	15846586442@163.com
8	经管学院	汪琯琪	女	86414006	18645089618	wangguanqi@gmail.com
9	人文学院	王宇宁	男	86416407	13936294593	wangyuningzz@163.com
10	土木学院	汪鸿山	男	86289578	18845186688	wanghongshan@163.com
11	市政学院	王晶	女	86283073	18686865276	wangjingshizheng@126.com
12	建筑学院	叶晓申	男	86281084	15114512295	eros1229@126.com
13	交通学院	赵明	男	86282835	13766867563	zhaoming1421@126.com
14	计算机学院	张迪	女	86403721	13766842768	zhangdi@hit.edu.cn
15	软件学院	李想	男	86413370	18946088731	lixiang25hit@hit.edu.cn
16	法学院	李磊	男	86402629	13936259438	ll_hitlaw@163.com
17	化工学院	赵越	女	86282906	18346577688	zhaoyuenet@163.com
18	外国语学院	赵文	女	86412669	13895777297	zhaowen@hit.edu.cn
19	生命学院	邢世杰	男	86403827	13613645685	xingshijie@hit.edu.cn
20	基础学部	李飞	女	86283697	18745109451	lifei@hit.edu.cn
		黄钰婉 (朋辈, 社团)	女	86283784	15846586638	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.

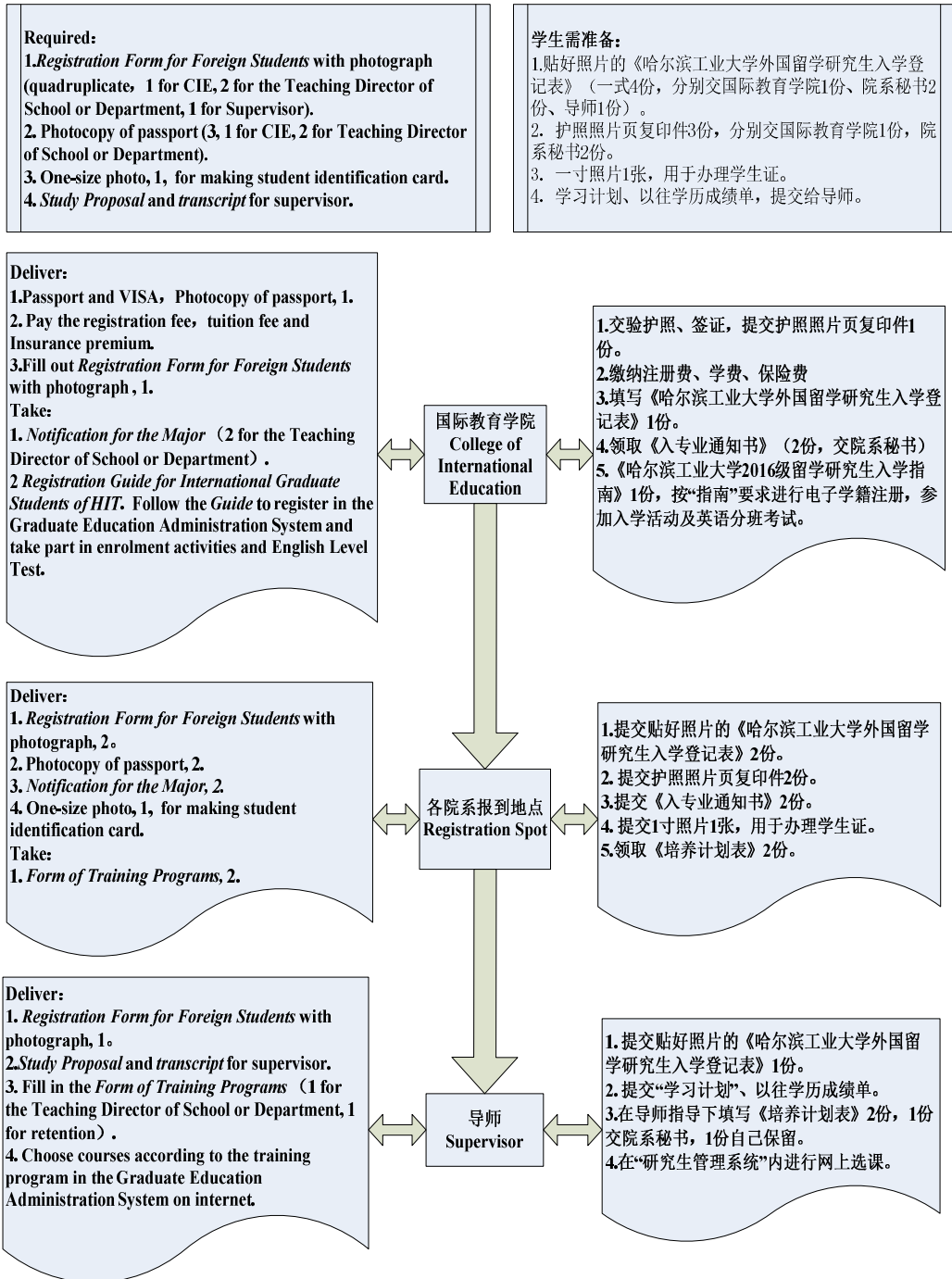
★ Friendly Reminder:

(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

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

School	Teaching Secretary		Contact		E-mail	Office
	Name	responsible for	Office No.	Mobile		
School of Austrotics	Zhang Hua	Master & PhD	86413406	13804557839	hitzhanghua@hit.edu.cn	Room 243, main building
	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	
School of Electronics and Information Engineering	Song Xin	Master & PhD	86413409	13836003708	songxin@hit.edu.cn	Room 221, main building
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		
Shool of Science	Jin Meihua	Master & PhD	86414109	13936062761	jmh@hit.edu.cn	Room 313, School of Science building
	Liu Shufen	PhD	86414208	13936183058	sfl@hit.edu.cn	Room 506, Gewu building
	Dong Xiaoli	Master		15045427371	dongxiaoli_hit@163.com	
School of Life Science and Technology	Li Yanjie	Master & PhD	86416944	15846502351	liyanjie@hit.edu.cn	Room 311, School of Science building
School of Chemical Engineering and Technology	Wang Jing	PhD	86403309	18045010020	wangjing123@hit.edu.cn	Room 320,School of Science building
	Cong Peilin	Master	86413707	13845064957	peilincong@hit.edu.cn	Room 320, School of Science building
School of Management	Xu Lei	Recruitment	86414016	13945664982	xulei@hit.edu.cn	2H253
	Liu Ying	Training		13766862212	liuying0528@hit.edu.cn	
	Guo Wenxuan	Degree		13903617479	guowenxuan@hit.edu.cn	
School of Humanities and Social Science	He Yunfeng	Master	86414622	18504512457	heyunfeng@hit.edu.cn	Room 1016, Xiaobu building
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		
School of Architecture	Kan Bin	Degree	86281132	13766887944	kb0429@hit.edu.cn	Room 229, School of Architecture
School of Transportation Science and Technology	Li Shujing	Degree	86282116	15045102114	lishujing1985@126.com	Room 301, School of Transportation Science and Technology
School of Computer Science and Technology	Wen Qi	PhD	86413309	13796633266	wen_qi@hit.edu.cn	Room 216, Comprehensive building
	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

School	Name	Office No.	Mobile phone	E-mail
School Astronautics	Qu Fayi	86416104	13313692809	qufy@hit.edu.cn
School of Electronics and Information Engineering	Yin Liyi	86403488	18604514386	yinliyi@hit.edu.cn
School of Mechatronics Engineering	Zhao Bing	86413807	18645037933	zhaobing@hit.edu.cn
School of Materials Science and Engineering	Zhang Chi	86418088	13936246030	zhangchi@hit.edu.cn
School of Energy Science and Engineering	Yuan Ying	86402820	13766842211	yuanying@hit.edu.cn
School of Electrical Engineering and Automation	Li Yansong	86413606	13804635258	liyansong@hit.edu.cn
School of Science	Zhang Hong	86402806	13836096721	zhangh@hit.edu.cn
School of Management	Sun Yin	86414040	13633603361	sunyin@hit.edu.cn
School of Humanities and Social Science	Dong Lin	86412488	13674668355	dlin2000_0@126.com
School of Civil Engineering	Wei Xiaokun	86282205	13704818509	weixiaokun@139.com
School of Municipal and Environmental Engineering	Sun Huili	86282732	13945062590	sunhuili@hit.edu.cn
School of Architecture	Bai Yurong	86281189	13936627887	baiyurong@hit.edu.cn
School of Computer Science and Technology	Li Yue	86417972	13936511123	liyue@hit.edu.cn
School of Foreign Languages	Liang Jia	86412177	13936305170	liangjia@hit.edu.cn
School of law	Han Ying	86403079	13030020106	hanyinghit@hit.edu.cn
School of Chemical Engineering and Technology	Zhang Xu	86403809	18686802988	zhangxu@hit.edu.cn
School of life Science and Technology	Yu Qingyong	86403826	13704840464	yuqingyong@hit.edu.cn
Basic and Cross Division	Zhang	86283691	13359874321	lujin@hit.edu.cn

Psychological Consultation Adviser List

No.	School	Adviser	Office Phone No.	Mobile	E-mail
1	School of Astronautics	Lu Qianqian	86415152	18646088761	151479064@qq.com
2	School of Electronics and Information Engineering	Yuan Siyang	86403499	18646201948	yuansiyang_hit@163.com
3	School of Mechatronics Engineering	Su Ji	86413809	15046105413	sujihit@163.com
4	School of Materials Science and Engineering	Fu Ying	86402520	13945002016	fuyinghit@hit.edu.cn
		Bi Lei	86415970	13633600699	bil@hit.edu.cn
5	School of Energy Science and Engineering	Liu Chao	86413208	18003667487	liuchao_lc90@163.com
6	School of Electrical Engineering and Automation	Wang Yiting	86418534	13936644314	wishtarot@163.com
7	School of Science	Qu Wei	86416949	15846586442	15846586442@163.com
8	School of Management	Wang Guanqi	86414006	18645089618	wangguanqi@gmail.com
9	School of Humanities and Social Science	Wang Yuning	86416407	13936294593	wangyuningzz@163.com
10	School of Civil Engineering	Wang Hongshan	86289578	18845186688	wanghongshan@163.com

No.	School	Adviser	Office Phone No.	Mobile	E-mail
11	School of Municipal and Environmental Engineering	Wang Jing	86283073	18686865276	wangjingshizheng@126.com
12	School of Architecture	Ye Xiaoshen	86281084	15114512295	eros1229@126.com
13	School of Transportation Science and Engineering	Zhao Ming	86282835	13766867563	zhaoming1421@126.com
14	School of Computer Science and Technology	Zhang Di	86403721	13766842768	zhangdi@hit.edu.cn
15	School of Software	Li Xiang	86413370	18946088731	lixiang25hit@hit.edu.cn
16	School of Law	Li Lei	86402629	13936259438	ll_hitlaw@163.com
17	School of Chemical Science and Technology	Zhao Yue	86282906	18346577688	zhaoyuenet@163.com
18	School of Foreign Languages	Zhao Wen	86412669	13895777297	zhaowen@hit.edu.cn
19	School of Life Science and Technology	Xing Shijie	86403827	13613645685	xingshijie@hit.edu.cn
20	Basic and Cross Division	Li Fei	86283697	18745109451	lifei@hit.edu.cn
		Huang Yuwan	86283784	15846586638	huangyuwan2012@126.com