



# 上海外国语大学

SHANGHAI INTERNATIONAL STUDIES UNIVERSITY

## 留学研究生入学指南

GUIDE FOR NEW INTERNATIONAL GRADUATE STUDENTS

2015



# **Guide for New International Graduate Students**

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## 1. 1st Week

**Table 1: Graduate Freshers' Events**

Date	Time	Place	Event	Organized by	Notes
9.14 (Monday)	13:30—17:00	Yifu Hall, Hongkou Campus	Report, receive information pack	Graduate School	Verify passport, student ID; take guide
	12:00—15:30	Songjiang Campus Information Center(Library)	Report, receive information pack		See Table 2 for details
	Assignment to classes and greeting				
9.15 (Tuesday)	7:45	Fountain, Hongkou Campus	Coach to Songjiang Campus		Arrive 5 minutes in advance
	10:00—11:00	Songjiang Campus Auditorium	Matriculation Ceremony		Arrive 20 minutes in advance
	13:00—15:45		Guidelines for conduct on campus		Arrive 5 minutes in advance
	16:00		Coach to Hongkou Campus		Arrive 5 minutes in advance
9.16-18 (Wednesday, Thursday, Friday)	Meeting with faculty			Individual faculties	See Table 3 for details
9.18 (Friday)	13:00—16:00	Songjiang Campus:4#304 Hongkou Campus:1#810	Chinese level streaming test	Graduate School	Arrive 15 minutes in advance
9.14-21	Arrange own schedule		Input details online		See the detailed guide attached
9.21-27	Arrange own schedule		Course tasters and online selection of courses		See the graduate department help system guide, or ask local students for assistance

## 2. Registration Week Schedule (September 14th – 21st)

Items to note or complete during the first week:

- ① Please attend the matriculation ceremony and welcome lecture. Seating for international students is as follows:

Stage				
Rows 15 to 17				
Row 27				

- ② Please be on time for the Chinese level streaming test. Table 1 includes information on the time and place.  
International students must take the Chinese streaming test, in Chinese, regardless of major. Those who pass need not take Chinese classes. Those who do not must take either Conversational Chinese (ab initio/basic) or Conversational Chinese (Advanced). Students can only gain credits for the course by attending classes promptly and taking the exams. These foreign language classes are a compulsory shared class to gain a degree.
- ③ Students are asked to attend the individual greeting events for their different majors. These events are an opportunity to get to know the local Chinese students and academic tutors, and to learn a bit about life and events on campus at SISU. Table 2 indicates the time and venue for assignment of master students to different classes and greeting with faculty (assignments for doctoral students is to be informed).

**Table 2: Streaming and Meeting with Faculty for Master Students**

Major	Class	Time	Location
Foreign Linguistics and Applied Linguistics	1	9.15 12:00-12:40	Songjiang Campus 4#339
International Trade	6	9.14 17:30-19:30	Songjiang Campus 4#427
Finance			
Ancient Chinese Literature	7		
Business Management			
Public Relations			
International Relations	8		
International Politics			
Diplomacy			
Journalism	10	9.15 19:30-20:30	Songjiang Campus 4#420
Radio and Television Journalism			

Major	Class	Time	Location
Asian and African Languages and Literature	12	9.14 17:30-19:30	Songjiang Campus 4#420
Arabic Language and Literature	13		
Teaching Chinese to Speakers of Other Languages	16	9.14 18:00-18:45	Hongkou Campus 1#402
Interpretation (Russian)	17	9.14 19:00-19:45	Hongkou Campus 1#404
Interpretation (French)			
Translation Studies			
Interpretation (English)	18	9.14 20:00-20:45	Hongkou Campus 1#406
Translation (English)	19/20/21		

- ④ Please be on time for the greeting events for your individual subject. These events are an opportunity to get to know some of the staff in your department and to learn about the structure of the courses you will take, or your dissertation. Table 3 indicates the time and location of the welcoming event. If your subject is not listed, your teachers will make individual arrangements and notify you.

**Table 3: Greeting from Faculty staff**

Subject	Department/Faculty	Time	Location
International Trade	School of Economics and Finance	9.16 12:30	Songjiang Campus 2#320
Finance			
International Relations	School of International Relations and Public Affairs	9.16 14:30	Hongkou Campus Library Room 606
International Politics			
Diplomacy			
China Studies			
Teaching Chinese to Speakers of Other Languages	School of Chinese Studies and Exchange	9.17 13:30	Hongkou Campus 2# 1 <sup>st</sup> Floor Lecture Theatre
Arabic Language and Literature(Masters Only)	School of Asian and African Studies	9.16 13:00	Songjiang Campus 7#108
Asian and African Languages and Literature(Masters Only)		9.16 15:00	
Foreign Linguistics and Applied Linguistics	Institute of Linguistics and Language Studies	9.18 09:30	Hongkou Campus 5#602
Journalism	School of Journalism and Communication	9.17 10:00	Songjiang Campus 4#420
Radio and Television Journalism			
Business Management	School of Business and Management	9.15 12:00	Songjiang Campus 2#220
Public Relations			



Subject	Department/Faculty	Time	Location
Translation (English)	Graduate Institute of Interpretation and Translation	9.16 14:00	Hongkou Campus 2# 1 <sup>st</sup> Floor Lecture Theatre
Interpretation (English)			
Interpretation (Russian)			
Interpretation (French)			
Translation Theory			

- ⑤ Follow the guide below to update or fill in your details online, allowing us to contact and assist you when necessary.

### A. Log in:

a. Go to the SISU homepage: <http://www.shisu.edu.cn>

b. Click “My SISU” at the bottom left corner (highlighted in red) to access the login page.

The username is your student number; your password is the last 6 digits of your passport (whichever one you provided when you applied. If you have renewed your passport since then, please enter the 6 digits of the old passport to login. You can alter your password after logging in).



c. Within the “Teaching Management” section at the bottom, click on “Graduate Student Management” (highlighted in red).



**B. Navigate to the “Basic Student Details” – My personal details – Personal details, and update as necessary.**

The screenshot shows the SISU student portal interface. The top navigation bar includes links for 'Home', 'Student Basic Information', 'Personal Information', 'Contact Information', 'Course Selection', 'Campus Life', 'Academic Information', 'Library', 'Sports', 'Medical', 'Financial', 'Legal', 'Security', 'Other'. The left sidebar shows a tree view with 'Student Basic Information' selected, and sub-items like 'Personal Information', 'Contact Information', 'Course Selection', 'Campus Life', 'Academic Information', 'Library', 'Sports', 'Medical', 'Financial', 'Legal', 'Security', 'Other'. The main content area displays the 'Basic Student Details' form. The form is divided into two main sections: 'Personal Information' and 'Contact Information'. The 'Personal Information' section includes fields for Name, Gender, Nationality, Date of Birth, and Identification Number. The 'Contact Information' section includes fields for Mobile Phone Number, E-mail, and Address. The form is currently filled out with placeholder text, and the 'Save' button is visible at the bottom right.

a. “Identification expiry date: refers to your passport. Please fill in accurately. (Check that the “Passport Number” listed is the same as your current passport. If it is out of date or incorrect, please contact the staff responsible to have your details amended – see the end of this document).

b. In the “Mobile phone number” column please fill in your Chinese mobile number so that we can get in touch or notify you of important issues in the future.

c. In the “E-mail” column please fill in your usual e-mail so that we can get in touch or notify you of important issues in the future.

d. “Residence in Shanghai” – fill in your current address in Shanghai, in detail, including street and apartment number.

e. Fill in the “Emergency Contact” and “Emergency Contact details” (We will contact this person in the event of a serious situation or other emergency, and immediately offer assistance. Please leave a telephone number).

Please fill in the above information and click "Save" button for information saved.

If there are spelling errors or other inaccuracies in your basic information, such as your name, student number, or passport number (details that require your permission to amend), please send the incorrect details along with the new version to: [songliang\\_roger@126.com](mailto:songliang_roger@126.com). For changes to your name and passport number we require a scanned copy or photograph of your passport photo page. If you have any other problems, you can ask a local Chinese student on your course for assistance or dial 35373123 and ask for Mr. Song (Roger).

### **3. Information about Course Selection**

A. During your time at SISU you will take a combination of course-specific electives, and joint electives. Your course classes include basic, specialized, and specialized electives, as well as other compulsory courses. The joint classes include politics, Chinese and introduction to Chinese culture. Access to different classes varies with the degree. Please carefully read the “Graduate Student Education Plan”. You will then need to go through and choose your courses with the direction of your tutor (or if you do not already have an assigned tutor, then with the head of education in your department or the dean), and organize your timetable. For details of your course timetable, please bring your Graduate Student Education Plan to the meet and greet session with the faculty staff, and ask your teachers and classmates for assistance as early as possible.

B. In line with both national Ministry of Education and SISU policy, all first year international students studying courses under politics and applied economics (international politics, international relations, diplomacy, Chinese and foreign political systems, international public management, Middle Eastern research, international trade studies, finance, and applied statistics) must enroll in the Politics module under “Degree Joint Classes”. International students who wish to be exempt

from this class should hand in an application and a photocopy of their passport photo page to the Transcripts Office (see table 8 for telephone and location). Table 4 indicates the time and location for Politics classes this semester.

**Table 4: Politics Classes**

<b>Songjiang Campus Class A</b>		
<b>Course</b>	<b>Time</b>	<b>Location</b>
Research into Theory and Practice of Socialism with Chinese Characteristics	1 <sup>st</sup> -2 <sup>nd</sup> period, every Thursday	5#365
Marxism and Social Science Methodology	3 <sup>rd</sup> -4 <sup>th</sup> period, Thursday, weeks 1-9	TBC
<b>Songjiang Campus Class B</b>		
<b>Course</b>	<b>Time</b>	<b>Location</b>
Marxism and Social Science Methodology	1 <sup>st</sup> -2 <sup>nd</sup> period, Thursday, weeks 1-9	TBC
Research into Theory and Practice of Socialism with Chinese Characteristics	3 <sup>rd</sup> -4 <sup>th</sup> period, every Thursday	5#365
<b>Hongkou Campus</b>		
<b>Course</b>	<b>Time</b>	<b>Location</b>
Research into Theory and Practice of Socialism with Chinese Characteristics	1 <sup>st</sup> -2 <sup>nd</sup> period, Friday, weeks 1-9	Lecture Hall No.1, Building 3
Marxism and Social Science Methodology	3 <sup>rd</sup> -4 <sup>th</sup> period, every Thursday	Lecture Hall No.1, Building 3

Note: there are two classes for students who are resident on the Songjiang campus. Students can choose either A or B in line with their own timetable. The only difference between the two classes is the time; the teacher and location are the same.

C. SISU has set up Chinese classes (basic and advanced) for students to improve their Chinese. Please choose the course that suits your level. Credits for this course are counted as part of the “Degree Joint Classes”. Table 5 indicates the time and location for this class this term.

**Table 5: Chinese Classes**

<b>Songjiang Campus</b>		
<b>Course</b>	<b>Time</b>	<b>Location</b>
Chinese (basic)	7 <sup>th</sup> -8 <sup>th</sup> period, Wednesday	4#314
	1 <sup>st</sup> -4 <sup>th</sup> period, Thursday	4#317
Chinese (advanced)	7 <sup>th</sup> -8 <sup>th</sup> period, Monday	4#303
<b>Hongkou Campus</b>		
<b>Course</b>	<b>Time</b>	<b>Location</b>
Chinese (basic)	7 <sup>th</sup> -10 <sup>th</sup> period, Tuesday	1#504
	7 <sup>th</sup> -8 <sup>th</sup> period, Wednesday	1#405
Chinese (advanced)	7 <sup>th</sup> -8 <sup>th</sup> period, Monday	1#502



D. In line with national educational policy, all international students in China must take the “Introduction to Chinese Culture” course. Students on the China Studies course, however, may apply for exemption. The “Introduction to Chinese Culture” course will begin from the second semester.

E. The Transcripts Office will send the guide to selecting courses for international students to your email; the information is also accessible through the graduate student management system. An English version is currently being produced in order to make online course selection easier for international students. The Graduate School will hold a training session in how to select courses for international students at the **Hongkou campus 1#808 at 18:00-19:00 on September 25<sup>th</sup>**; there will be an extension in the deadline for international students to register for their courses. Students who have questions or require assistance can compile a list of their queries and then approach staff for assistance.

The Graduate School will hold a training session for how to select courses at the **Songjiang campus 4#427 at 19:00-20:00 on September 21<sup>st</sup>**. Both international and Chinese students will be at the session. If international students require assistance, they can compile a list of their queries and ask a teacher. Those students who wish to attend the Hongkou campus training session are most welcome.

#### 4. SISU Class Times

**Table 6: Hongkou and Songjiang Campus Schedules**

Period	Hongkou Campus Schedule	Songjiang Campus Schedule
1	08:00--08:45	08:15--09:00
2	08:45--09:30	09:00--09:45
3	09:50--10:35	10:05--10:50
4	10:35--11:20	10:50--11:35
5	13:30--14:15	13:00--13:45
6	14:15--15:00	13:45--14:30
7	15:20--16:05	14:50--15:35
8	16:05--16:50	15:35--16:20
9	18:00--18:45	18:00--18:45
10	18:45--19:30	18:45--19:30

#### 5. Contact details for several SISU offices and departments

**Table 7: Useful office numbers**

Department	Area of responsibility	Hongkou Campus no.	Songjiang Campus no.
Office for International Student Affairs	◆ Most matters concerning international students	35372961/35372963	-

Department	Area of responsibility	Hongkou Campus no.	Songjiang Campus no.
Clinic	◆ Treatment/transfer	35372602	67701348
Accountants	◆ Tuition fee, accommodation subsidy payment/receipt	35372201	67701182
Campus Card Center	◆ Password change ◆ Missing card, top-up	35372254	67701922

**Table 8: Useful department contact numbers**

Subject	Department/Faculty	Hongkou Campus no.	Songjiang Campus no.
International Trade	School of Economics and Finance	35372679	67701056
Finance			
International Relations	School of International Relations and Public Affairs	35372618	-
International Politics			
Diplomacy			
China Studies			
Ancient Chinese Literature	Institute of Literary Studies	35373150	-
Teaching Chinese to Speakers of Other Languages	School of Chinese Studies and Exchange	35373198	67701330
Arabic Language & Literature	School of Asian and African Studies	35373359	67701393
Asian and African Languages & Literature			
Foreign Linguistics and Applied Linguistics	Institute of Linguistics and Language Studies	35372364	-
Journalism	School of Journalism and Communication	35372929	67701382
Communication			
Business Management	School of Business and Management	35372500/35372504	67701640
Business Administration			
Public Relations			
Translation (English)	Graduate Institute of Interpretation and Translation	35372991	-
Interpretation (English)			
Interpretation (Russian)			
Interpretation (French)			
Translation Studies			

For more information please visit: <http://www.shisu.edu.cn/service/2011/2011,service,000143.shtml>

## 6. Graduate School Contact No. and Location

**Table 9: Graduate School Contact No. and Location**

Office	Contact No.	Location
Student Recruitment	35373072	Hongkou Campus: 1 # 411
Registration Office	35373122	Hongkou Campus: 1 # 422
	67701989	Songjiang Campus: 4 # 331
Transcripts Office	35371983	Hongkou Campus: 1 # 420
	67702038	Songjiang Campus: 4 # 333
Academic Degrees Office	35372869	Hongkou Campus: 1 # 418
Professional Degree Office	35373121	Hongkou Campus: 1 # 424
Job Office	35372744	Hongkou Campus: 1 # 414
	67702021	Songjiang Campus: 4 # 323
Student Support Office	35372858	Hongkou Campus: 1 # 410
	67702018	Hongkou Campus: 4 # 327
General Office	35373123	Hongkou Campus: 1 # 413

Note: all information in this guide was relevant up to September 1<sup>st</sup> 2015. If there are changes please refer to updated information.