

XJTLU General GUIDE FOR New Employees





Dear Colleagues,

In China, there is a very famous saying that “all buildings do not make a university, only masters in the academia can sustain a great institution” (----Former President Prof. Mei Yiqi from Tsinghua University). Others feel that a university needs both. In my mind, a university must provide both locus and an atmosphere for communication among staff, student and community, and a first class environment for learning, teaching, researching and discussion. No matter how the university is defined, there is no doubt of the staff’s fundamental and key role for a university. Warmly welcome you join Xi’an Jiaotong-Liverpool University (XJTLU).

XJTLU adopts both western and Chinese education ideas and practices and tries to create an innovative educational model according to the trends and demands of world development. This leaves big space or room for all staff to use their wisdom and creative work to contribute based on their knowledge and experiences.

This Guidebook will offer some support to you not only in the early days of joining this prestigious and unique University, but also as an ongoing reference point during your employment.

During your orientation and throughout your career at XJTLU, the Human Resources Office will strive to provide you with quality service and counsel. Actually, this booklet is to help you navigate the ins and outs of your life in XJTLU. If you have questions or concerns about your position, or personal work-life issues, there are a myriad of resources to help you. Please do not hesitate to ask for assistance.

I do hope you are working here cheerfully, creatively and fruitfully and enjoy your life within the family of XJTLU with best practice and excellent performance and you’ll find that your decision to work at XJTLU was one of the best decisions you’ve ever made!

Prof. Youmin Xi
Executive President of XJTLU

The HR associated Policies and Procedures will be held on the University Website (<https://web.xjtlu.edu.cn/>), which are maintained and updated on a regular basis



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About XJTLU

XJTLU is a new international university officially approved by the Ministry of Education and established on 22nd May 2006 in Suzhou Industrial Park. As her name indicates, the University is a partnership between Xi'an Jiaotong University in China and the University of Liverpool in the United Kingdom and is run by a team of prestigious Academicians from two countries. With its renowned academic staff from across the world and the state-of-the-art teaching facilities and infrastructure, the University is committed to

training leading professionals for multi-national companies and governmental departments that are needed in the rapid economical and social development of Suzhou and its neighboring regions.

The University is the first of such kind of cooperation between two strong partner institutions, approved by the Ministry of Education, starting up with the subjects of science, engineering, and management, and using English as the medium of instruction.

XJTLU'S Vision and Mission

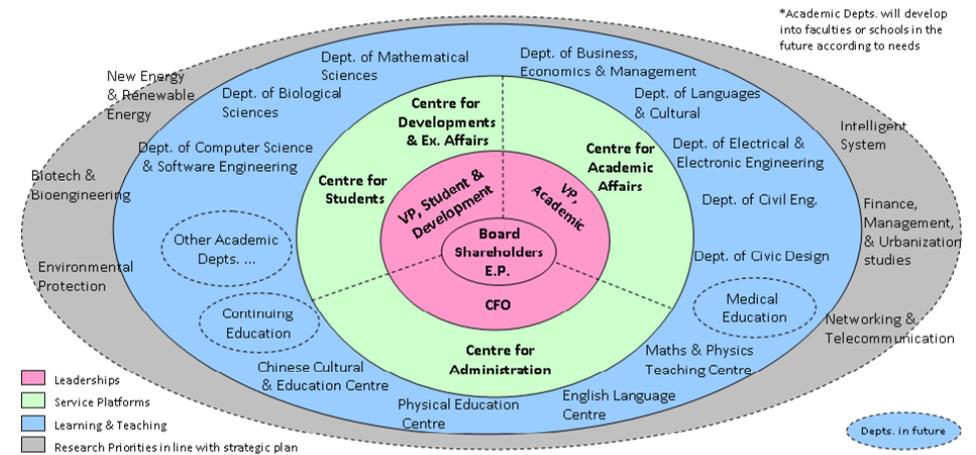
Vision

To become a research-led international university in China and a Chinese university recognized internationally for its unique features in learning & teaching, research, social service, and education management.

Mission

- Educating technical and managerial professionals with international perspectives and competitive capabilities;
- Integrating into global economic and social development with its expertise in business and technology;
- With its unique focuses and features, conducting research in areas where humanity faces severe challenges;
- Exploring new models for higher education that will exert a strong influence on the development of education in China and the world.

Organizational Structure



General Information

Getting to Campus

XJTLU is located in Dushu Lake Higher Education Town in Suzhou Industrial Park. It is about 80km away from Shanghai Hongqiao Airport, about 150 km away from Shanghai Pudong airport, and about 15 km away from Suzhou Train Station.

XJTLU Address

111 Ren'ai Road, Suzhou Dushu Lake Higher Education Town, Suzhou Industrial Park
Jiangsu Province, China 215123

江苏省苏州市工业园区独墅湖高等教育区仁爱路111号, 邮编: 215123



From Shanghai to Suzhou:

Travel Tools	Cost (RMB)	Unit
Train	40	Yuan
Taxi	300	Yuan
Bus	50	Yuan

Traveling Suzhou Dushu Lake
Higher Education Town (SIPEDI)
Shuttle Bus:

Bus# 888 (Campus Bus): free for charge

Bus route: circulate around by following direction

Student's apartment B area ---> Southeast University ---> Neighborhood Center ---> Wenxing Plaza ---> Nanjing University ---> People's University of China ---> University of Science and Technology of China ---> Comprehensive Building ---> SIPEDI Library ---> SIPEDI Gymnasium ---> Suzhou University ---> Suzhou University student's apartment ---> Southeast University ---> Student's apartment B area ---> 888 Free Bus Terminal station

General Information

Bus Schedule: Monday to Friday

7:40	7:45	7:50	7:55	8:00	8:05	8:10
8:15	8:20	8:25	8:30	8:35	8:40	8:45
8:50	8:55	9:00	9:20	9:40	10:00	10:20
10:40	11:00	11:20	11:25	11:30	11:35	11:40
11:45	11:50	12:00	12:10	12:20	12:40	12:50
13:00	13:10	13:20	13:30	13:40	13:45	13:50
13:55	14:00	14:20	14:40	15:00	15:20	15:40
16:00	16:20	16:25	16:30	16:35	16:40	16:45
16:50	16:55	17:00	17:20	17:40	18:00	18:20
18:40	19:20	19:40	20:00	20:20	20:40	21:00
21:20	21:40	22:00	22:20	22:40		

Bus Schedule: Saturday to Sunday

7:40	7:50	8:00	8:10	8:20	8:30	8:40
8:50	9:00	9:45	10:30	11:00	11:00	11:20
11:40	12:00	12:20	12:40	13:00	13:20	13:40
14:00	15:00	15:30	16:00	16:20	16:40	17:00
17:20	17:40	18:00	18:20	18:40	19:00	20:00
20:30	21:00	21:30	22:00	22:30		

General Information

Accommodation

MBA Hotel

Add: No.621 Linquan Street HET SIP Suzhou

Tel: 0512-62656588-38888

Fax: 0512-62955001

Two-bedroom apartment:

Fully furnished; air-conditioned; including lounge area, TV, kitchen with cooking facilities, microwave and fridge; no washing machine provision, shared communal washing machine facility available at small charge

The following fees will apply to the rental cost for two-bedroom apartment in the MBA Hotel:

- Rental period less than one month
RMB 290 yuan per day
- Rental period one to two months
RMB 95 yuan per night
- Rental period two to six months
RMB 90 yuan per night
- Rental period six to twelve months
RMB 85 yuan per night
- Rental period twelve months above
RMB 80 yuan per night

Staff Apartment Block

Two-bedroom apartment:

Fully furnished; air-conditioned; including lounge area, TV, kitchen with cooking facilities, microwave and washing machine

The following fees will apply to the rental cost in the Staff Apartment Block

- Rental period less than one month
RMB 290 yuan per day
- Rental period one to two months
RMB 95 yuan per night
- Rental period two to six months
RMB 90 yuan per night
- Rental period six to twelve months
RMB 85 yuan per night
- Rental period twelve months above
RMB 80 yuan per night



General Information

Please note, staff should be aware that the following items will NOT be provided by MBA, either in the Hotel accommodation or the Staff Apartment block:

- Cooking facilities: Wok/pan/cutlery/crockery
- Bathroom facilities: soap/towels/body lotion/bath gel/hair shampoo
- Toilet paper
- Internet: Network card/Network cable
- Telephone card
- Suzhou city map
- Hotel Services Handbook (English version)
- Bottle water

Scholar's Garden Hotel

Add: No.608 Linquan Street HET SIP Suzhou

Tel: 0512-69562866

Fax: 0512-69562355



Deluxe Single Apartment (40M2)

Basic Configure:

Fully furnished, air-conditioned, CATV, Electric Water Heater, Bed, Bedding, kitchen. If you need microwave, fridge, Induction Cooker, Foreign Channel TV and washing machine, hotel will charge you extra RMB 3 yuan per day (water, electricity and gas fee pay in addition).

The following fees will apply to the rental cost for Deluxe Single Apartment in the Scholar's Garden Hotel:

- Rental period less than one month
RMB 208 yuan per day
- Rental period one to three months
RMB 56 yuan per night
- Rental period three to eight months
RMB 54 yuan per night
- Rental period eight to twelve months
RMB 52 yuan per night

One Bedroom with Living Room Suite (60M2)

Basic Configure:

Fully furnished, air-conditioned, CATV, Electric Water Heater, Bed, Bedding, kitchen. If you need microwave, fridge, Induction Cooker, Foreign Channel TV and washing machine, hotel will charge you extra RMB 3 yuan per day (water, electricity and gas fee pay in addition).

General Information

The following fees will apply to the rental cost for One Bedroom with Living Room Suite Apartment in the Scholar's Garden Hotel:

- Rental period less than one month
RMB 248 yuan per day
- Rental period one to three months
RMB 75 yuan per night
- Rental period three to eight months
RMB 70 yuan per night
- Rental period eight to twelve months
RMB 65 yuan per night

Please note, staff should be aware that the following items will NOT be provided by Scholar's Garden Hotel:

- Cooking facilities: Wok/pan/cutlery/crockery
- Bathroom facilities: soap/towels/body lotion/bath gel/hair shampoo
- Toilet paper
- Internet: Network card/Network cable
- Telephone card
- Suzhou City map
- Hotel Services Handbook (English version)
- Bottle water

The above price is for reference only. It is provided by Academic Exchange Centre of SIP Development & Investment CO., LTD on November 2009. It may vary according to the market price.



General Information

Dining

Dining Hall

Address:

Dushu Lake Higher Education Town Wenxing Plaza

KFC

Address:

Dushu Lake Higher Education Town Wenxing Plaza

McDonald's

Address:

Dushu Lake Higher Education Town Neighborhood Center

Da Marco Italian Restaurant

大马可意大利餐厅

Business hours: 12am-2pm, 6pm-10:30pm

Address: 711-716 Shiquan St. (十全街711-716号)

Casa Zoe Tex-Mex Restaurant (Modern Leisure Plaza)

湖畔爱舍墨西哥餐厅

Business hours: 10am - 10pm

Address: Modern Leisure Plaza, Wangdun Rd., SIP (工业园区旺墩路现代休闲广场)

Portland International Gourmet Food Plaza 波特兰国际美食广场

Address: No. 169, Wangdun Rd., SIP (苏州工业园区旺墩路169号)

Shinkirou 新季郎

Address: 110 Rainbow Walk, 158 Xinggang Street, SIP Suzhou, China (星港街158号湖滨新天地110号)

Shang Yi Fang 尚一方

Business hours: 10:30am - 9:30pm

General Information

Address: 58 Xinghai St. (星海街58号)

Sarangfang 莎廊坊

Business hours: 10am - 10:30pm
Address: 1-2, Block 11, East Tianmu St., Yuanrong Time Square, East Shore of Jinji Lake, SIP (工业园区金鸡湖东岸圆融时代广场天幕东街11幢1-2楼)

Tuzao Guan 土灶馆

Business hours: 10:30am - 9pm
Address: 68-77 Pingjiang Rd. (平江路68-77号)

Yixiangge 忆湘阁

Business hours: 9:30am - 9pm
Address: Room A, Block B, Zuo'an Commercial St. (工业园区左岸商业街B区A座)

Sicily Pub 西西里吧

Business hours: 11am - 1am
Address: 1 Shaomozheng Ln., Guanqian Street, Suzhou, Jiangsu (江苏苏州观前街邵磨针巷1号)

Papa Johns Pizza 棒约翰比萨

Address: Bldg. B, Xindu Plaza, Xindu Street, Suhui Road, SIP, Suzhou, China (苏州工业园区苏惠路星都街星都中心B座)



General Information

Banking

Money Exchange

Money can be changed at the Bank of China with an official rate. The US dollar, British pound, French franc, German mark, Japanese yen, Australian dollar, Austrian schilling, Belgian franc, Canadian dollar, HK dollar, Swiss franc, Danish Krone, Singapore dollar, Malaysian ringgit, Italian lira, Macao dollar, Finnish markka, and Taiwan dollar are all exchangeable. Exchange rates fluctuate in line with international financial market condition.

Money Transfer

Bank name: AGRICULTURAL BANK OF CHINA (Suzhou Industrial Park Branch)
Address: 151 Cuiyuan Road, Suzhou Industrial Park, China, 215028 (江苏省苏州市园区翠园路151号工商大厦1楼)

Tel: 0512-66600155

Fax: 0512-66600151

Contact Person: Mrs. Fengjie, Mrs. Wuye

The following documents are required to transfer money overseas

- Original Passport
- Copy of Foreign expert card
- Copy of Employment Contract
- Payslip
- Personal Income Tax Voucher (the tax has been paid in full amount)

Check

Bank of China can cash checks issued by international commercial banks and companies in the United States, Canada, Australia, Hong Kong, Japan, Britain, France, Switzerland, Germany as well as many other countries. But not all banks will cash the checks. We suggest that you ask before waiting in a long line! Your passport is necessary to change traveler's checks.

Credit Card

At present, the following credit cards are accepted in China: Master Card, Federal Card, Visa, American Express, JCB, and Diners Card. Cardholders can withdraw cash from the ATMs with the logo on the Card. However, DO NOT put your foreign ATM card in any Chinese bank ATM machine before you make sure it prominently displays the logos of international banking services. Or it will be swallowed by the ATM and it is quite an ordeal to retrieve!!

You may apply for a credit card while you stay in China from the BANK OF CHINA (Suzhou Industrial Park Branch).

Address: No.8 Su Hua Road, Suzhou Industrial Park, China, 215028 (江苏省苏州市园区苏华路8号)

Tel: 0512-67862602

Fax: 0512-67262706

Contact Person: Mrs. Ying Wang, Client's Manager, Mr. Gu, President of branch office

General Information

The following documents are required to apply for credit card:

- Original Passport
- Copy of Foreign expert card
- Certificate of Employment
- Payslip

ATM

ATMs in Dushu Lake Higher Education Town

Bank	Address
Bank of China (中国银行)	Wenxing Plaza
ICBC (中国工商银行)	Next to the East Entry of XJTLU campus
Agricultural Bank of China (中国农业银行)	Wenxing Plaza
Bank of Communication (交通银行)	Wenxing Plaza
China Construction Bank (中国建设银行)	Wenxing Plaza
China Everbright Bank (中国光大银行)	Wenxing Plaza



General Information

Phone & Cell Phones Calls

The Country Code and the Area Code

- The country code for China is 86
- The area code for Suzhou is 512

The Staff Directory

The University will deliver the most updated staff directory to all staff in a PDF format.

You can download it from your desktop by press: START---RUN---\\file1---HR---XJTLU Staff Directory

Your Phone Number

You will have two (2) phone numbers, one is the internal number and one is the external number. The numbers are assigned by the IT division and shown on the same page as your computer account information in the envelope IT provided.

- The internal number: the internal number is used for XJTLU internal phone communications. It is a four-digit number.
- The external number: the external number is used for outside contactors to reach you. Normally the external number is 8816+your internal number. However, some staff members will not have an external number individually.

To Make a Phone Call

1. Internal phone call: dial the 4-digits number
2. External phone call:
 - a. Local: dial "9" + the 8-digit phone number
 - b. Domestic long distance: dial "9" + 0 + area code + 8 digits local number (e.g. 9-0-512-xxxxxxx)
 - c. Domestic long distance (mobile): dial "9" + "0" + 11 digits mobile phone number (e.g.9-0-xxxxxxxxx)
 - d. International long distance: dial "9" + 00 + country code + area code + local number (note: you need also dial "00" for Taiwan, Hong Kong and Macao)

Please Note: Most staff members are given the rights for domestic long distance calls but no international long distance calls would be allowed to access.

For China Area code, you may refer to: <http://www.mu2tagh.com/china-zip-code/index.html>

Making calls by public phone

If you are away from XJTLU office or your house, and you want to make phone call within China, then you may use the public phone. There are some small shops that provide public phone service. Besides, there are many public phones at the street. Generally, you need an IC card to use it.

Making calls by IC card

IC cards can be used for local calls from pay phones. To use IC cards, first pick up the receiver of the public phone. You will then hear a tone, after which you can insert your IC card. Your account balance will appear on the screen in front of you, and just follow the instruction when dialing the telephone number you wish to call. After you complete your call, hang up and remember to retrieve your card afterwards. Your card will automatically deduct the cost of the call.

Note: *Where to buy the cards*

IP or IC phone cards are cost affordable and very convenient to be purchased at Dushu Lake Higher Education Town at the phone card shop on Wenxing Plaza.

Cell phones

In most cases, the cell phone you carried from other countries cannot be used directly. You can probably get your cell phone unlocked in Mobile Company, and then you can buy a Chinese phone number and use it in China. The costs are various due to different type and model, around the price range of RMB 50-200 yuan.

There are two major Mobile Companies, which provide mobile phone services: China Mobile and China Unicom. You can get services at any of their branches.



Post & Mail

Post Office on campus: Wenxing Plaza

Address: In the north side of the first floor of MBA Hotel
Office hours: 11:00am-17:00pm

There are Post Offices in all cities and towns throughout the country. Domestic mail is very fast and the cost is low, normally RMB0.60 yuan for local delivery and RMB0.80 yuan for inter-city mail. There is often same-day delivery within some cities, there is usually overnight delivery in between large cities.

The international postal service is also available. The Chinese postal services also offer

Express Mail Service (EMS) to most domestic and international destinations. A number of international courier companies have offices in China, which express mail service such as DHL, UPS, TNT and FedEx are now accessible to more than 10,000 cities in 170 countries and regions.

To enquiry EMS service, there are call toll free #s:

- FedEx: 800-988-1888
- UPS: 800-820-8388
- DHL: 800-8889-800

Note: The postal code is required when mailing letter. You can find the zip code from: <http://www.muztagh.com/china-zip-code/index.html>



Public Transportation

Bus

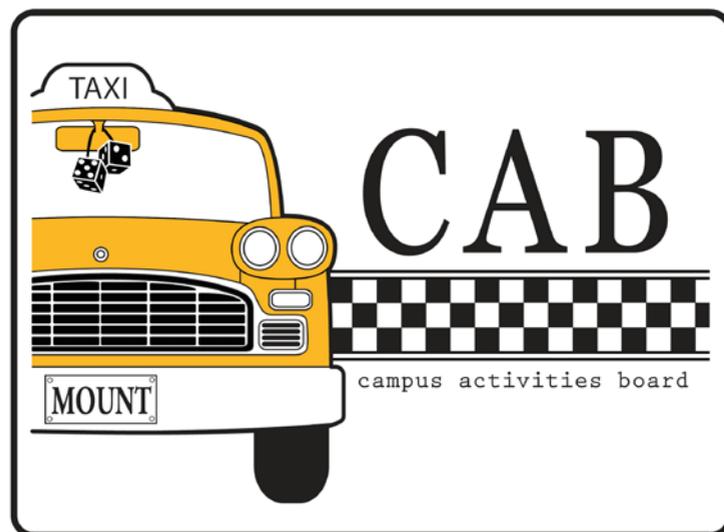
The Suzhou bus system covers all of Suzhou with generally more than one bus plying the same route. Bus services are regular and inexpensive. There are two classes of bus available, air-conditioned buses charge a RMB2.0 yuan and non-air-conditioned buses charge RMB1.0 yuan. Bus fares are fixed per trip without difference on distance and you are suggested to have exact change for the fare, as drivers won't give change back. Bills of RMB20 or larger is not acceptable, unless you are paying for a large group of passengers.

Each bus stop has the signs with the name of bus stop and the number of bus route clearly printed. Also the route numbers are either painted on the buses or can be found on the digital display at the front of the vehicle.

Taxi

On the road: you can just raise your hand to call a taxi

By phone: 67776777



Shopping & Bookstore

Shopping

Supermarket			
Name		Bus Route	Bus Stop
Auchan	欧尚(ou shang)	146	L'Oreal 欧莱雅
Summit the Market Place: Western style food		142 or 218	Jia Cheng Da Sha 加城大厦
Century Mart	世纪联华超市(lian hua chao shi)	218 or 142	Hua Lian Village 华莲村
Carrefour	家乐福(jia le fu)	218	DongZhen Road 东振路

Shopping Mall			
Name		Bus Route	Bus Stop
Suzhou Downtown Shopping Mall	观前街 (guan qian jie)	178	Guan Qian Jie 观前街
SIP Harmony Times Square	圆融时代广场		
Dushu Lake Higher Education Town Wenxing Plaza			
Dushu Lake Higher Education Town Neighborhood center			

Bookstore

Suzhou Xinhua Bookstore (苏州新华书店)

Address: 164 Guanqian Street, downtown Suzhou (苏州市观前街164号)

Tel: 0512-67270241-8101

Useful Websites

Recommended XJTU Websites:

XJTU main website: <http://www.xjtlu.edu.cn/>

XJTU main website: <http://www.xjtu.edu.cn/>

UoL main website: <http://www.liv.ac.uk/>

Recommended Suzhou Websites:

What's in Suzhou: <http://www.whatsoninsuzhou.com.cn/>

Suzhou Expat: <http://www.suzhouexpats.org/>

Ctrip: <http://english.ctrip.com/>

Recommended Shanghai Websites:

Shanghai Town Online: <http://shanghaitown.com.cn/>



online.sh.cn/index.asp - great site for news on culture shock, bars, sports clubs etc in Shanghai, Sino-US culture and value differences, etc.

Shanghai Daily Online: <http://live.shanghaidaily.com/> - another great site for information on Shanghai life, transport and travel, tourist attractions, news, etc

Shanghai Expat: <http://www.shanghaiepat.com/> - a good site to find out what the other expats in Shanghai are doing, thinking, celebrating, and how to meet up with them (coffee morning/brunch)

Others Recommended:

China travel: <http://www.travelchinaguide.com/> - regarding China trip tips, city guide, etc



Visa Extension

If you need to extend your visa to stay longer in China, please pay attention to the expiry date on the visa page and have the following materials prepared while applying for visa extension:

1. A valid passport
2. Registration Form of Temporary Residence *
3. Two 2-inch size photos
4. Letter from the employer (provided by the XJTU HR Office)
5. Health certificate from local Medical Center (XJTU HR Office will assist you to do the health check)

General Information

Notice*: For the “Registration Form of Temporary Residence”, it can be got from the Police Office of the area where the lodging takes place. If you need help in dealing with the registration, the HR office (ext. 88161042/ 88161046) would like to provide you assistance.

Charge Rate for Visa Extension of Reciprocal Countries (Monetary Unit: RMB) (Zero Entry)

Japan	UK	Canada	Australia
125	160	165	100
Korea	Russia	France	US
85	210	160	125

For detailed rate information, you may also call the Suzhou Entry-Exit Bureau (0512-68661471) for advice.

Submitted to: Division of Exit-Entry Administration of the Suzhou Municipal Public Security Bureau
Address: 389 Sanxiang Road, Administrative Service Center
Tel: 0512-68661471/ 0512-68661472
Business hours: 9:00 am- 17:00 pm, Monday to Saturday

Employee Resources

ID Card

Generally, XJTLU will prepare Campus Card for every faculty and staff ready when you are on board. The Card will have following information and functions included.

- Card information: Name, Picture, Staff ID Number, Expire date
- Card functions:

Campus Dining	Bus Riding	Library Access
√	√	√
Campus Entrance	Re-chargeable	
√	√	

How to Get the ID Card

IT Office will make the ID card for each new staff.

- Contact number: 88161264
- Contact person: Ms. Wenwen Li
- Office number: Room 381

If you lose the campus card, you should report the loss of card immediately to: [https://web.xjtlu.edu.cn/ ---IT ServiceDesk---New Ticket](https://web.xjtlu.edu.cn/---IT-ServiceDesk---New-Ticket)

Official Hours of Admin Staff

A five-day workweek from Monday to Friday

- Time of work: 9:00 am to 5:00 pm.
- Lunch break: one (1) hour between 12:00 pm to 14:00 pm

Official Holidays in China

- New Year Day: 1st January
- Spring Festival: around January and February
- International Labor's Day: 1st May
- National Day: 1st October

Note: The date of Spring Festival is based on Chinese calendar (Lunar calendar) and it is different every year. For the holiday at Spring Festival, Labor's Day and National Day, it's usually a seven-day holiday by exchanging the weekend to regular working days.

Staff Holidays for the Academic Year 2010-2011

1. National Holiday and Mid-Autumn Day, five (5) days holiday. Monday 28th September 2009 to Friday 2nd October 2009. The University will close at 5pm on Friday 25th September 2009 and reopen at 9am on Monday 5th October 2009.
2. Christmas Day, two (2) days holiday. Thursday 24th December 2009 to Friday 25th December.
3. New Year's Day, one (1) day holiday. Friday 1st January 2010.
4. Spring Festival Day, five (5) days holiday. Monday 15th February 2010 to Friday 19th February 2010. The University will close at 5pm on Friday 12th February 2010 and reopen at 9am on Monday 22nd February 2010.
5. Tomb Sweeping Day, one (1) day holiday. Monday 5th April 2010.
6. May Day, one day holiday. Monday 3rd May 2010.
7. Dragon Boat Day, one day holiday. Wednesday 16th June 2010.



Health

Health service in Suzhou:

- Suzhou No.1 Hospital: 96 Shzi Street Suzhou

Tel: 0512-65223637(Chinese) 苏州第一人民医院, 苏州十梓街96号

- Suzhou No.2 Hospital: 26 Daoqian Street Suzhou

Tel: 0512-65223691(Chinese) 苏州市立医院, 苏州道前街26号

- Kowloon Hospital: 118 Wansheng Jie, Suzhou SIP

Tel: 0512-62629999(Chinese) 苏州九龙医院, 苏州工业园区万盛街118号

Health service in Shanghai (accept BUPA insurance):

- Shanghai United Family Hospital and Clinics:1139 Xian Xiu Lu Changning District Shanghai

Tel: 021-5133 1900上海和睦家医院, 上海市长宁区仙霞路1139号

Web Site: <http://www.unitedfamilyhospitals.com>

- Parkway Gleneagles International Medical and Surgical Centre: 389 Nanjing West Rd Tomorrow Square, 4th Floor, Shanghai Tel:021-6445 5999上海百汇华鹰门诊部, 上海市南京西路389号明天广场裙房四楼

Web Site: <http://www.parkwayhealth.cn>

- Parkway Specialty & Inpatient Centre (Shanghai Xin Rui Healthcare Co. Ltd): 3rd floor, 170 Danshui Road Shanghai Tel: 021-6445 5999 上海新瑞医疗中心, 上海淡水路170号3楼

Web Site: <http://www.parkwayhealth.cn>

- Shanghai East International Medical Centre: 551 South Pudong Road Pudong Shanghai

Tel: 021-5879 9999 上海东方国际医疗中心, 上海浦东南路551号

Web Site: <http://www.seimc.com.cn>

- St. Michael's Hospital: 388 Hongbaoshi Road Changning District Shanghai

Tel: 021-5155 1858 上海天坛普华医院, 上海市长宁区红宝石路388号

Web Site: <http://www.stmichael-hospital.com>

- American-Sino Ob/Gyn Service: 800 Huashan Road Building 6 Shanghai

Tel: 021-6249 3246丁香公寓门诊部, 上海华山路800弄丁香公寓6号裙楼3楼

Web Site: <http://www.americanobgyn.com>

- Global Healthcare: Room 301, Shanghai Kerry Centre 1515 Nanjing Road West Shanghai

Tel: 021-5298 6339 全康医疗, 上海市南京西路1515号上海嘉里中心301室

Web Site: <http://www.ghcchina.com>

- Parkway Shanghai Rui Hong Clinic Co. Ltd.
(Mandarine City Clinic): Suite 30, 788
HongXu Road, Mandarine City Shanghai

Tel: 021-6445 5999 上海瑞虹诊所, 上海虹许路788号名都城30号底层

Web Site: <http://www.parkwayhealth.cn>

- Shanghai Chang Ning District Central Hospital: 1111 Xianxia Lu Chang Ning District Shanghai

Tel: 021-6290 9911 上海市长宁区中心医院, 上海市长宁区仙霞路1111号

Web Site: <http://www.cnchospital.com>

- Shanghai Ren-Ai Hospital: 133 Cao Xi Road Xuhui District Shanghai

Tel: 021-54893781 上海仁爱医院, 上海市徐汇区漕溪路133号

Web Site: <http://en.renai.cn/>

If you become ill:

Select one hospital listed in the Information Sheet or the handbook that the insurance company provided. For your convenience and immediate medical treatment, it is recommended to call/take a taxi, depending on your situation, than to call for an ambulance. Non-Chinese speakers may show the address (in Chinese) to the taxi driver while necessary.

Note: In almost all cases it is better to take a taxi than try to arrange an ambulance.

Note: If you do need to go to the hospital or clinic, please have the following items with you: Passport, Credit Card or Cash, any medical information that may be pertinent, and your medical/travel insurance details.



Security

Local Policy Station: Dushu Lake Higher Education Town Police Station

Tel: 0512-62850110

Address: 318 Linqun Street Dushu Lake Higher Education Town Suzhou (Wenhui Plaza) 苏州独墅湖高教区林泉街318号 (文汇广场)

Emergency Numbers (紧急电话号码)

Police (报警电话) 110

Ambulance (急救电话) 120

Fire (火警电话) 119

The Pinyin when shouting for help in an emergency: Jiù Mǐng! (Help!)

Safety

Tips for Safety in China

- Do not show off your money in public
- Keep enough money for your immediate needs
- Be particularly cautious about your possession in crowded areas such as local festivals, markets, tourist sites, railway, bus stations, on trains and buses
- Respect the custom of the local ethnic groups
- Avoid traveling in any areas or sites that are not open to foreigners
- Do not voice publicly any opinions contrary to China's laws and code of ethics and morals
- Keep your visa/resident permit valid

Deal With Emergencies

- In China, the Public Security Bureau (PSB) is responsible for public safety and order. In addition to traditional police responsibilities, the Bureau is in charge of issuing visa extensions.
- If your credit cards or traveler's checks have been lost or stolen, call the issuer and PSB as well report the lost of items immediately.
- If you find yourself in a serious situation, contact local police office as soon as possible, you might also contact your country embassy or consulate for assistance.



Libraries

On Campus:

- XJTLU Library

Opening Hours:

Monday to Friday 08:30 - 22:00

Saturday and Sunday 13:30 - 21:30

- Online Catalogue and Reservations

The Library catalogue can be accessed from any computer on the University network via URL <http://lib.xjtlu.edu.cn>. You may also login by using your username and password and proceed to reserve any books you require. Reserved books should be collected from the Librarian. If you have login problems please contact the Library Help Desk.

Tel: 0512-88161290

Web Site: <http://www.xjtlu.edu.cn/extranet/admin/centre-for-academic-affairs-2/library>

Off Campus:

- Dushu Lake Higher Education Town Library

Tel: 0512-65936697

Web Site: <http://www.sdll.cn/>

- Suzhou Library

Tel: 0512-65224878

Address: 858 Renmin Road

Web Site: <http://www.szlib.com/>



Museum

Suzhou Museum

Founded in 1960 and originally located in the national historic landmark, Zhong Wang Fu palace complex, Suzhou Museum has been a highly regarded regional museum with a number of significant Chinese cultural relics. A new museum designed by world famous architect I.M.Pei was completed in October 2006, covering over 10,700 square meters and located at the cross of Dongbei Street and Qimen Road. The design of this new museum visually complements the traditional architecture of Zhong Wang Fu. The new museum houses over 30000 cultural relics --- most notably for excavated artifacts, Ming and Qing Dynasty paintings and calligraphy, and ancient arts and crafts.



Open Hour: 9:00 am – 17:00 pm (Ticket distributed at door until 16:00 pm)

Address: No. 204, Dongbei Street, Suzhou, China (苏州市东北街204号)

Tel: 0512-67575666

Web Site: <http://www.szmuseum.com/>



Theatre

Suzhou Science and Cultural Arts Center Grand Theatre

Address: No.1 Guan Feng Jie SIP (中国江苏省苏州工业园观枫街1号)

Web Site: <http://eng.sscac.com.cn/>

Athletic and Fitness

SIP Sports Stadium

Address: No.1 CuiWei Street, Suzhou, China (苏州市工业园区翠微街1号)

Tel: 0512-62602320

Website: <http://www.sipedi.cn/sipedi/sports>

Administration Office in XJTLU

Office	Allocation		Phone
	Room#	Building#	
President Office	8F(E.W)	1	86-512-88161012
Human Resources	7F(E)	1	86-512-88161040
Finance	7F(W)	1	86-512-88161020
Campus Management	7F(E)	1	86-512-88161070
IT	381	1	86-512-88161264
MIS	596	1	86-512-88161257
Library	351	1	86-512-88161290
Registry	7F(W)	1	86-512-88161232
Student Admission and Career Development	5F	A4&A5	86-512-88161853
Student Affairs	5F	A4&A5	86-512-88161854
Brand and Marketing	458	1	86-512-88161013
EL&TS	7F(W)	1	86-512-88161894

Academic Department Secretary Office

Office	Allocation		Phone
	Room#	Building#	
Biological Sciences	644	1	86-512-88161600
Business, Economics & Management	644	1	86-512-88161700
Civil Engineering	644	1	86-512-88161600
Civil Design	644	1	86-512-88161600
Computer Science and Software Engineering	644	1	86-512-88161500
Electrical and Electronic Engineering	644	1	86-512-88161400
Mathematical Science	644	1	86-512-88161750
English Language Centre	544	1	86-512-88161300
Mathematics and Physics Teaching Centre	241	1	86-512-88161613
Languages & Culture	644	1	86-512-88161600

Fax

Allocation		Fax#
Room#	Building#	
Near President Office	1	86-512-88161899
Near Human Resources Office	1	86-512-88161999

For more content information, refer to the university website:

<http://web.xjtlu.edu.cn/>

or university Internal Shared Drive:

\\file\HR\XJTLU Staff Directory, which are maintained updated on a regular basis

