

Suzhou Polytechnic Institute of Agriculture

International Student Handbook

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Previous version is hereby revoked

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I. Academics

1.1. Semester Arrangement

The academic year of Suzhou Polytechnic Institute of Agriculture is divided into two semesters: spring and autumn.

Generally, each semester is about 18 weeks, and the last week is the examination week. Every September is the beginning of the new school year and beginning of the fall semester; the spring semester usually starts from the middle of February.

Summer vacation starts at the end of June every year and lasts about eight weeks. The winter vacation is arranged according to the Chinese Spring Festival. Since the specific dates of Spring Festival are different every year, the winter vacation date of our college is also uncertain. It usually starts about 15 days before the Spring Festival and ends about 15 days after the Festival, about four weeks.

For more detailed semester arrangements, you can refer to the school calendar.

1.2. Years of Study

The general length of study for junior or technical college students is three years.

1.3. Disciplinary Sanctions

Anyone who violates school discipline, plays truancy, damages public property, fights or brawls or commits other bad behaviors shall be given a warning, a serious warning, a demerit recording, an academic probation, an academic suspension or expulsion from the college depending on the seriousness of the case. For details, please refer to *Regulations on Disciplinary Actions for Students of Suzhou Polytechnic Institute of Agriculture*.

Once the sanctions of academic probation, academic suspension or expulsion are determined, the school will notify the embassy, representative office, dispatch unit or parents according to the situation and needs.

If an international student violates the law, the public security organs will deal with it in accordance with relevant Chinese laws, and the school will also impose corresponding sanctions.

1.4. Documents, Certificates and Application Procedures

All kinds of documents and certificates are reviewed, processed and issued by relevant departments in accordance with relevant regulations and procedures. When studying and living in Suzhou Polytechnic Institute of Agriculture, international students will use the following very important documents and certificates. They are important certificates to ensure that you can study and live normally and safeguard your legitimate rights and interests.

Be sure to figure out the basic procedures and required materials of applying for these certificates, have a clear idea of it, prepare the required materials within the stipulated time, follow the stipulated procedures and apply for the certificates you need.

All documents and certificates shall not be altered or damaged without authorization, otherwise, corresponding penalties will be imposed in accordance with relevant Chinese laws and the regulations and disciplines of Suzhou Polytechnic Institute of Agriculture.

1.4.1. Student ID Card

The student ID card of Suzhou Polytechnic Institute of Agriculture will be issued within two weeks after the payment of registration fees and registration. The student ID card is issued by the Faculty of International Education. If it is lost, please go to the International Student Management Office (Room 414, 4th Floor, Office Block) for a replacement.

Student ID card is an important identity card for international students. It should be carried with you and cannot be lent. If it is lost, it must be replaced in time. When applying for replacement, you should submit a one-inch photo and a 20RMB fee.

1.4.2. Campus Card

A campus card integrates the functions of canteen dining, supermarket shopping, and book borrowing. If international students need to apply for this card, please apply at the old library. If it is lost, it must be reported and replaced in time. When applying for a replacement, a cost fee of 20RMB shall be paid.

1.4.3. Certificate of Enrollment

If international students need a certificate of enrollment, please go to the College Student Affairs Management Center to apply.

1.4.4. Transcript

Academic reports are reviewed and issued by each faculty.

1.4.5. Leaving College Procedures

International students who have finished their studies, please go to the International Student Management Office of the Faculty of International Education to obtain the *Leaving College Procedure Form* with your student ID Card one week before leaving the college, and go through the following procedures:

- ① Cancel the student ID card,
- ② Handle relevant financial settlement procedures,
- ③ Get academic report and academic certificate from the faculty to which the the major belongs,
- ④ International students are required to leave the college within one week from the date of graduation and are not allowed to stay in the dormitory,
- ⑤ For international students who leave school without going through the leaving-college procedures, the school will not provide proof of study, transcripts or certificates, etc.

II. Expenses

Charge items		Fee	备注
1	tuition fee	2000 RMB/year for agriculture-related majors; Other majors: RMB 5,300 / year	
2	accommodation fee	2000 RMB/year	
3	Textbook Fee	About 500 RMB/year	Retreat more fill less
4	One-time medical examination fee	350 RMB	According to government regulations
5	Alien Residence Permit	400 RMB/year	
6	International Student Insurance	800 RMB/year	

(Note: For one-time physical examination, staff responsible for the international student will lead the international students to the Jiangsu International Travel Health Care Center for physical examination.)

III. Residence Permit

Residence permit is an important document for foreign students to stay in China legally. Therefore, it concerns every international student on whether he/she can settle down to and complete his/her studies. Please make sure you read carefully and comprehend the following contents. In case of any uncertainties, you can consult with the teachers in the International Student Management Office so as to ensure your residence permit is valid during your study here.

3.1. Application for the Residence Permit

3.1.1. WHO: who needs to apply for it?

All international students for long-term study in Suzhou Polytechnic Institute of Agriculture are required to apply for the residence permits.

3.1.2. WHEN: When to make the application?

Within one month after entry into China.

3.1.3. HOW LONG: How long does the residence permit last?

Residence permit for international students can last as long as 3 years.

3.1.4. HOW: How to make the application?

Materials and procedures needed for the application:

International students shall go to the International Student Management Office with his/her **valid passports**, and then truthfully fill in the *Visa or Residence Permit Application Form*,

For the international students who enter China for the first time, please take the following materials to the Division of Exit-Entry Administration of the Suzhou Municipal Public Security Bureau to apply for the residence permits.

- ① Certificate of Verification for Physical Examination Record for Foreigners or Overseas Chinese(for students who will study for more than one semester)
- ② Visa or Residence Permit Application Form
- ③ Visa Application for Study in China(JW202 Form)
- ④ Admission Letter of Suzhou Polytechnic Institute of Agriculture
- ⑤ Copies of valid passport and visa

- ⑥ Foreigner's Accommodation Registration Form
- ⑦ 1 piece of 2-inch bareheaded color photo with white background

Notes: Foreigner's Accommodation Registration Form shall be applied and filled in Suzhou Liuyuan Road Local Police Station, with your passport brought with you.

3.2. Leave China after Completion of Study

International students must leave China within the validity of the Residence Permit after finishing their education.

3.3. Abidance by China's Laws and Relevant Provision

For international students studying in China, their legal rights are protected by Chinese laws. International students must also abide by Chinese laws and relevant regulations of the school, such as *Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners*, *Regulations of the People's Republic of China on Punishments in Public Order and Security Administration*, *Regulations on the Management of Campus Order in Higher Educational Institutions*, *Student Management Regulations of Suzhou Polytechnic Institute of Agriculture*, etc.

Other important laws and regulations concerned:

The Criminal Law

Article 347: A person who smuggles, traffics in, transports or produces drugs, regardless of the quantity, shall be demanded for criminal responsibility and imposed criminal punishment.

Criteria of imposing penalties:

A person who, under any of the following circumstances, smuggles, traffics in, transports or produces drugs, shall be sentenced to fixed-term imprisonment of fifteen years, life imprisonment or death and concurrently to confiscation of property:

- ① to smuggle, traffic in, transport or produce opium of not less than 1,000 grams or heroin or methyl benzedrine of not less than 50 grams or any other drug of large quantity,
- ② to be a ringleader of a gang engaged in smuggling, trafficking in, transporting or producing of drugs,

- ③ to shield with weapons the smuggling, trafficking in, transporting or producing of drugs,
- ④ violently to resist inspection, detention or arrest with serious circumstances; or
- ⑤ to take part in organized international drug activities.

A person who smuggles, traffics in, transports or produces opium of not less than 200 grams and not more than 1,000 grams or heroin or methyl benzedrine of not less than 10 grams and not more than 50 grams or any other drug of relatively huge quantity shall be sentenced to fixed-term of imprisonment of not less than seven years and concurrently to a fine.

A person who smuggles, traffics in, transports or produces opium of not more than 200 grams or heroin or methyl benzedrine of not more than 10 grams or any other drug of small quantity shall be sentenced to fixed-term imprisonment of not more than three years criminal detention or public surveillance and concurrently to fine; and if the circumstance is serious, to fixed-term imprisonment of not less than three years and not more than seven years and concurrently to a fine.

If a unit commits a crime under paragraph 2, 3 or 4, the unit shall be sentenced to a fine and concurrently, the person-in-charge directly responsible and other persons directly responsible of it shall be sentenced in accordance with the provisions of the relevant paragraph.

A person who uses a minor or aids and abets him to smuggle, traffic in, transport or produce drugs or sells drugs to the minor shall be sentenced heavily.

If a person who smuggles, traffics in, transports or produces drugs for many times does not been sentenced, his quantity of drugs thus involved shall be computed accumulatively.

IV. Life Guide

4.1. Medical Services

The number of health emergency center is: 120

There is a school infirmary inside Suzhou Polytechnic Institute of Agriculture and several large general hospitals in the urban area of Suzhou. Students can choose different hospitals according to different needs.

All medical expenses, transportation expenses and other related expenses shall be borne by the students themselves.

The following are the addresses and contact numbers of some of those hospitals in Suzhou:

Hospitals in Suzhou:

① Suzhou Municipal Hospital (The Second People's Hospital of Suzhou, Jiangsu Province)

Address: No.26 Daoqian Street, Suzhou City

Tel: 0512-69009090

② The First Affiliated Hospital of Soochow University

Address: No.188 Shizi Street, Suzhou City

Tel: 0512-65223637

③ The Second Affiliated Hospital of Soochow University

Address: No.1055 Sanxiang Road, Gusu District, Suzhou City

Tel: 0512-68282030

4.2. Medical Insurance

All international students studying in China are required purchase group comprehensive insurance in Mainland China. The group comprehensive insurance for foreign students aged 6-45 is 400 RMB for half a year and 800 RMB for one year. The standard contents include: personal insurance, insurance coverage: 100,000 RMB, accidental injury medical insurance, insurance coverage: 20,000 RMB, hospitalization medical insurance, insurance coverage: 400,000 RMB, disease outpatient insurance, insurance coverage: 20,000. The daily limit is 600 RMB, the threshold is 650 RMB (deductible), and the compensation proportion is 85%.

Note: all the above medical institutions are limited to public hospitals in the mainland of the People's Republic of China. The scope of medical expenses can only be limited to the items and expenses in line with the scope of local social basic medical insurance, but the self-payment for class B-type drugs shall be borne at one's own expense.

4.3. Use of the Library

The library of Suzhou Polytechnic Institute of Agriculture is open to international students. You can read books and documents in the library with the campus card.

If international students have any questions in borrowing books or using the library, they may

ask the library staff for help.

4.4. Safety Services

The public security status in Jiangsu is very good. It is relatively safe to live and study in Jiangsu. But you can't let your guard down.

First of all, you should take good care of your passport and money. Do not take your passport and a large amount of money and things with you. As long as you bring your student ID card, you can prove your identity on campus and in Suzhou. Keep valuables in the room and be sure to lock them, turn off the water and electricity switches, and close the doors and windows before going out.

Obey the traffic rules and pay attention to traffic when traveling. For safety reasons, it is forbidden to ride motorcycles and motor vehicles on campus, otherwise they will be confiscated.

In case of problems, you must call the police in time and report to the International Student Management Office. The teachers will try to help you.

Emergency calls:

- Police: 110
- Fire Alarm: 119
- Traffic Accident: 122
- Medical Emergency: 120

You can make free calls from any of the above telephones, such as IC card telephones, coin-operated telephones, etc. You can make emergency calls directly without inserting cards or inserting coins.

4.5. Accommodation management

The B2 student dormitory building is an apartment for international students. Students should seriously abide by the *Accommodation Regulations of Suzhou Polytechnic Institute of Agriculture*. Violators will be punished accordingly.

4.5.1. Dormitory Management System for Foreign Students

- ① Students who come to study at the school must register with their valid identity

documents (such as passport). Students can enter the designated room only after completing the accommodation procedures.

② Once the international students have chosen their rooms, in principle, they are not allowed to switch to other rooms.

③ Before checking in, international students should check the items provided in the room and compare them with the *list of items in the room for international students* provided, and sign on the list after the two are consistent.

④ During the stay period, students should take good care of and use all facilities in the house reasonably. In case of damage to the premises or facilities caused by improper use, the student shall bear the maintenance fee and compensate for the unrepairable one according to the original price. The occupant should keep the interior wall and floor clean and make the house in a state that can be directly delivered to the next person when checking out.

⑤ International students are not allowed to lend their rooms to others or engage in activities that violate Chinese laws and school regulations when traveling or returning to China during holidays.

⑥ It is not allowed to lodge, transfer or sublet their own beds (rooms) without permission.

⑦ Keep the dormitory clean inside and outside, and do not post slogans, pictures and other publicity materials in public areas. Do not pile up debris in corridors, toilets, or washrooms, etc.

⑧ Take good care of the public property in the dormitory, including microwave oven, washing machine, induction cooker, etc. if there is any damage, punishment will be given according to the severity of the case.

⑨ When leaving the dormitory, the door should be locked in time. The large amount of cash should be deposited in the bank and valuables should be properly kept to prevent theft.

⑩ No pets are allowed in the dormitory. In case of violation and invalid after persuasion, the logistics service department will confiscate the pet.

⑪ Keep the dormitory quiet, no loud noise, no loud audio equipment. No drinking, dancing or gambling in the dormitory.

⑫ To save energy, please turn off all electrical appliances in time when leaving the room, especially the air-conditioner equipment with high energy consumption.

- ⑬ Smoking is prohibited in dormitory rooms.

4.5.2. Regulations on Electricity Consumption of International Students'

Dormitory

- ① To ensure the safety of international students' accommodation, it is forbidden to use dangerous heating equipment privately purchased, such as electric furnace, alcohol furnace or electric blanket in case of fire. If found, the items will be confiscated. In case of accidents caused by the use of such dangerous devices the perpetrators shall be responsible for all the losses and bear legal responsibilities.
- ② In case of failure of lighting appliances or circuits, students should report to the dormitory staffs, who shall arrange electricians to carry out the repairs. It is forbidden to dismantle or repair the appliances by students themselves.
- ③ Each dormitory of Suzhou Polytechnic Institute of Agriculture is free of charge of 600 kilowatt-hour of electricity per month. Each semester is calculated as five months. The excess part shall be paid at students themselves according to the relevant Dormitory Regulations of Suzhou Polytechnic Institute of Agriculture.

4.5.3. Regulations on Visiting at International Students' Dormitory

In order to ensure a normal study and life order of international students, each guest must comply with the following rules:

- ① Visitors must abide by the rules and regulations of Suzhou Polytechnic Institute of Agriculture and the regulations of the dormitory for international students.
- ② Visitors are prohibited to take pets such as cats and dogs into the dormitory.
- ③ Visitors are not allowed to make loud noise in the dormitory, and drinking is prohibited.
- ④ Visitors must leave the international students' dormitory before 10:30 p.m.
- ⑤ Visitors are not permitted to stay overnight in the dormitory.

4.6. Living Facilities

International students can have meals in the two student restaurants. The Muslims' food is served on the second floor of Canteen No2. There are many fast food restaurants, supermarkets, laundries and photo studios around the school, which can meet the needs of most students.

4.7. Express Delivery

If students need to send parcels or air mail, express mail, etc., they can go to the express company next to the School History Museum for processing.

If a friend sends the students some parcels, he/she can send them directly to school. The address is:

Suzhou Polytechnic Institute of Agriculture, 279 Xiyuan Road, Suzhou City, Jiangsu Province, China Postcode: 215008

4.8. Network Services

Each room of the apartment has an Internet access. Students can get connected with the internet on the client side. The user name is_____ and the password is_____. Internet connectivity service is offered at the campus China Telecom or China Mobile Service Hall.

4.9. Currency and Banks

4.9.1 Currency

Only RMB can be used in China. The unit of RMB is yuan, the fractional currency is jiao and fen, and the abbreviation is RMB. The denominations are 100 yuan, 50 yuan, 20 yuan, 10 yuan, 5 yuan, 2 yuan, 1 yuan, 5 jiao, 2 jiao and 1 jiao. There are 3 kinds of coins: 1 yuan, 5 jiao and 1 jiao.

4.9.2. Money Exchange

British Pound, Hong Kong Dollar, US Dollar, Euro, Japanese Yen, Canadian Dollar, Australian Dollar and other foreign currencies can be converted into RMB.

There is a Bank of China on Xiyuan Road on the western side of the main gate of the school, which can handle the businesses such as money exchange and deposit.

Never change money on the street so as to avoid suffering financial loss. When changing money or opening an account in the bank, bring the passport or residence permit. For any further details, please refer to the bank staffs of the Bank of China. There are seven foreign currencies that can be directly deposited into the account, namely, British Pound, Hong Kong Dollar, US Dollar, Euro, Japanese Yen, Canadian Dollar and Australian Dollar.

■ Customer service hotline of Bank of China: 95566

■ Website: [http: //www. bank-of-china. com/](http://www.bank-of-china.com/)

<http://www.bank-of-china.com/>

4.10. Train and Air Tickets

Train tickets can be booked at Suzhou Railway Station and Suzhou North High-Speed Railway Station or through mobile phone APP: 12306. Air tickets can be booked on [www. ctrip. com](http://www.ctrip.com) or through travel service companies, or be bought at Suzhou Civil Aviation Joint Ticket Office.

4.11. City Traffic

Bus No.933, No.311, No.34, No.40 stop is near the gate of the school, so it is very convenient to travel. Bus No.933 passes the Second Affiliated Hospital of Soochow University, Shilu Commercial Street and other tourist attractions, so it is very convenient for shopping and sightseeing. But the bus route and stop sign will sometimes change, so the international students should pay attention to it.

Stand firmly when taking a bus and fasten the seat belt when taking a taxi. Students should pay more attention to traffic safety especially when they are on the highway. Take good care of the certificates and belongings to avoid losses.

Taxis usually serve day and night. When taking a taxi, keep an invoice for information.

4.12. National holidays in China

International students enjoy the same holidays as Chinese students does. Meanwhile, they have no holidays for other countries' anniversaries or traditional festivals.

The students can get the holiday arrangement on university calendars. The International Student Management Office will publish the notice about specific holiday's arrangement. Beside the summer and winter holidays, Chinese national holidays mainly include:

元旦 (New Year's Day)	January 1st to 3rd
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清明节 (Tomb-sweeping Day)	April 4th
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劳动节 (May Day)	May 1st
端午节 (Dragon Boat Festival)	May 5th (Lunar Calendar)
中秋节 (Mid-autumn Day)	August 15th (Lunar Calendar)
国庆节 (National Day)	October 1st

4.13. Extracurricular Activities and Student Club

There are many basketball courts and volleyball courts in the campus. Students can take part in various sport activities according to their own preferences. Please do not disturb others and take good care of the equipment and facilities while taking physical activities.

Suzhou Polytechnic Institute of Agriculture is also well known for its diversified club activities. Each September, all the clubs will recruit new student members. Eye-dazzling posters and photo exhibition would be seen everywhere in the campus during that period of time. When that time comes, students may choose to join in whichever club as they want.

International students are also welcome to join in activities that are specially organized for them by the International Student Management Office and other faculties. Students should pay close attention to the notice of each department and take an active part in it.

4.14. Travel in China

International students can travel to other cities in their spare time.

When traveling, they should bring passports with them and keep valuables safe.

It is also forbidden for students to travel to, or enter areas that are not open to foreigners without permission. In case of scientific research or academic needs, students must obtain special approval before entering the areas that are not open. Any student who violates the above-mentioned rules would be punished according to the Law of the People's Republic of China on the Administration of Foreigners.

International students are permitted to travel around only during weekends, national holidays, winter and summer vacation. Students cannot take time off for travel during normal study period.

To learn more information on traveling, please visit: <http://www.gotohz.com>, <http://www.cnta.com>.

V. Study

5.1. Attendance and Disciplinary Guidelines

① Classes shall be held on time according to the specified timetables, and no truancy, late arrival or early departure shall be allowed .

② As for request for leave due to illness, students shall take the leave from their instructors or class teacher by presenting a doctor's certificate. Personal leave should be submitted in written form beforehand. A less-than-3-day leave shall be approved by class teacher; a 3-to-7-day leave shall be approved by the Faculty of International Education, a more-than-7-day leave shall be verified by the school first and then be approved by the Department of Student Affairs.

③ A Student's total leave (inclusive of sick and personal leaves) shall not exceed two thirds of the total number of weeks of each semester, by exceeding which those students should be regarded as voluntary withdrawal.

④ If students miss classes without asking for a leave or they do so when their leave request has been unapproved, all these behaviors will be regarded as truancy. Students who play truancy shall be treated in accordance with the following principles:

Students absent for a continuous 2 weeks or more than 50 class hours (including 50) in total will be handled with honorable dismissal. If less than 50 class hours, such students will be handled according to the following regulations:

① Students absent for a continuous 2-to-4-day or 10-to-20-class hours in total will be given the punishment of a warning,

② Students absent for a continuous 5-to-6-day or 21-to-30-class hours in total will be given the punishment of a serious warning,

③ Students absent for a continuous 7-to-8-day or 31-to-40-class hours in total will be given the punishment of demerit recording,

④ Students absent for a continuous 9-to-10-day or 41-to-50-class hours in total will be given the punishment of academic probation.

5.2. Extracurricular Life

5.2.1. According to *the Regulations of the People's Republic of China on Administration of the Entry and Exit of Foreigners* issued in September 2013 (hereinafter called *Regulations*), a foreigner holding a residence permit for study shall not engage in any off-campus work-study or internship unless the information prescribed in the preceding paragraph is specified in his or her residence permit. International students who do engage in off-campus work-study or internship without the institute's permission shall be held responsible for any subsequent consequences, with no responsibility on the part of school authority.

5.2.2. Foreign citizens should abide by Chinese laws and regulations when doing religious activities within Chinese territory. Foreigners shall not establish any religious organization, religious institution or religious activity venue within the territory of China. It is forbidden to develop believers, appoint religious personnel and preach among Chinese citizens.

5.2.3. Foreigners are prohibited from carrying into China any religious printed matter and audio-visual product whose content undermines the public interest of Chinese society.

Vi. Appendix

6.1. A Profile of Suzhou Polytechnic Institute of Agriculture

6.1.1. Location

Suzhou Polytechnic Institute of Agriculture (SPIA) is located in the scenic historic city of Suzhou. The institute has three campuses, i.e. Xiyuan Lu Campus, Xiangcheng Campus and Dongshan Campus, covering a total area of over 100 hectares. Enjoying highly developed local infrastructure and convenient public transportation, the Xiyuan Lu Campus, which is the main campus, is surrounded by famous places of interest such as the Tiger Hill, Hanshan Temple, the Lingering Garden and Shantang Historic Street, all within walking distance.

6.1.2. Basic Facts

Established in 1907, SPIA is a provincial public institution which mainly offers three-year full-time higher vocational education. The institute enrolls nearly 10,000 full-time students and employs 545 staff members, including 426 full-time faculty members, among whom 202 have senior professional titles and 293 hold advanced and/or highest degrees in their fields.

6.1.3. Academic Programs

The school now has a total of 39 academic programs, including advantageous traditional programs: Horticultural Technology, Landscape Technology. newly developed programs: Leisure Agriculture, Landscape Engineering, Landscape Design, Environment Art Design, IoT Technology in Agriculture. other major programs: Economics and Management (Accounting, International Trade Practice, Tourism Management), Languages and Education (Business Japanese, Business English), Computer Science and Technology (Computer Network Technology, Digital Media Design & Production), Mechatronics (Automotive Electronics Technology, Automobile Technology Service & Marketing), and Food Processing (Food Quality and Safety, Food Processing Technology, Food Nutrition and Detection).

6.1.4. Accommodations and Facilities

SPIA campus boasts a beautiful environment with various types of trees and flowers. Fully equipped facilities include the library, the Information Center, gym, basketball and tennis courts, football field, and track and field arena. It also has on-campus dormitories, Chinese cafeterias, convenience stores, etc.

6.1.5. International Exchange and Cooperation Projects

SPIA carries out exchanges and cooperation with nearly 20 schools in the US, the Netherlands, South Korea, Japan, Canada, France, Germany, and Italy. Some SPIA teachers have been sent to countries in Asia and Africa to offer technical aid in agriculture. In addition, it has been cooperating with Lattitude Global Volunteering based in the UK by sending and hosting young volunteers.

6.2. A Profile of the Faculty of International Education

The Faculty of International Education, formerly the Department of Humanity Sciences, is one of first departments to be set up in Suzhou Polytechnic Institute of Agriculture since its upgrading to a vocational college of higher education in 2001. In 2017, the Department of Humanity Sciences was renamed as the Faculty of International Education. The Faculty of International Education has more than 70 full-time and part-time teachers, including 3 foreign teachers and 13 teachers with senior titles or above. 60% of the teachers have obtained or been

pursuing master's degree. More than 30 of the teachers have been to colleges and universities in multiple countries, such as the United States, Japan, Canada, France, Italy, Korea, the Philippines, the United Kingdom, Australia and the Netherlands for academic visits, training and study programs, and exchange activities.

At present, the Faculty of International Education has four teaching and research offices, namely, Business English, Business Japanese, Business Management and Public English. The faculty is currently offering five subjects, namely, Business English, Business Japanese, Secretary for Legal Affairs, Flight Attendant Service, and Convention & Exhibition Planning and Management. The faculty now has a total of nearly 1000 students. Since 2002, the faculty has cultivated over 3000 highly qualified graduates. The graduates have strong and comprehensive professional ability and are well-received in the workplace. In recent years, the employment rate of our graduates has been stayed as high as over 99%.