



汕 头 大 学 医 学 院  
国 际 学 生 手 册

**HANDBOOK FOR INTERNATIONAL STUDENTS**

**Shantou University Medical College**

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## 1. 前言 PREFACE

汕头大学医学院热情欢迎您的到来!

Shantou University Medical College warmly welcomes you!

在此为您准备了一些基本的信息和介绍,请您仔细阅读和理解,希望能为您的留学生活提供帮助。真诚祝愿您在汕头大学医学院学习、生活愉快!

We have prepared this Handbook to provide you with basic information about study and life at Shantou University Medical College (SUMC), Shantou. Please set aside some time to become familiar with this Handbook. We sincerely wish you a happy stay at SUMC.

## 2. 学院简介 SUMC OVERVIEW

海滨城市汕头是中国的经济特区之一,位于广东省东部。汕头市是中国著名的华侨之乡,有独特的饮食风味、文化和方言。汕头市全境处于东经 116°14'40"至 117°19'35"和北纬 23°02'33"至 23°38'50"之间,北回归线从市区北域通过。年均温 21.3℃,1月均温 13.1℃,7月均温 28.3℃。汕头市常住人口为 500 多万。

Shantou City is one of the original five Special Economic Zones in China. It is a coastal city situated in the eastern part of Guangdong Province with longitude spanning 116°14'40" – 117°19'35" E and latitude 23°02'33" – 23°38'50" N. The city is a well-known home place of origin for many overseas Chinese and has its own unique cuisine, culture and dialect. The Tropic of Cancer passes through the northern part of the city. monthly 24-hour average temperature ranges from 13.1 °C in January to 28.3 °C in July, and the annual mean is 21.3 °C. The permanent resident population of the city proper currently stands at over 5 million.

汕头大学(以下简称“汕大”)是粤东地区唯一一所综合性大学,是第一批本科招生录取院校。设有文学院、理学院、工学院、医学院、法学院、商学院、长江艺术与设计学院、长江新闻与传播学院及继续教育学院等 9 所学院,面向全国(含港澳台地区)招收博士、硕士和本科生。汕大医学院于 1924 年创办,它是汕大最早也是迄今为止规模最大的学院。

Shantou University (STU) is the only comprehensive university in eastern Guangdong Province, which is among the first batch of institutions that were granted the rights to confer bachelor's degrees in China. It offers programs on all levels (undergraduate, master, PhD, post-doc) to domestic and international students, and has 9 schools and colleges including the College of Medicine, Liberal Arts, Engineering, Science, Law, Business, Art & Design, Journalism & Communication and Continuing Education. Established in 1924, the Medical College is the oldest and currently the largest college of STU.

汕头大学医学院(以下简称“汕医”)致力于以学生为中心的医学教育、以病人为中心的医疗服务、以应用为中心的生物医学和临床科研、以公众利益为中心的社区服务和以教职员为中心的职

培训。目前已形成“本科-硕士-博士-博士后”完整的医学人才培养体系，拥有 5 所附属医院和 6 所非直属附属医院。在过去数十年里，汕医在医学教育改革、科研、人才培养、国际交流与合作等方面取得显著成果。

Shantou University Medical College (SUMC), exists to lead by being student-centered in medical education; patient-centered in health service delivery; application-centered in biomedical and clinical research; public interest-centered in community services; faculty and staff-centered for sustainable development of SUMC. SUMC offers a complete range of bachelor, master and doctorate and post-doctorate programs in medicine and has five affiliated hospitals and six associated hospitals. Over the past decades, SUMC has made impressive progress in medical curriculum reforms, scientific research, professional training, international collaboration and academic exchange.

了解更多信息，请见汕大主页和汕医主页：

More information about STU and SUMC is available at:

<http://english.stu.edu.cn/info/>

<http://www.med.stu.edu.cn/eng/home>

### 3. 法律法规及宗教 LAWS, REGULATIONS AND RELIGION

3.1 所有外籍师生须遵守中国的法律、法规，不干预中国的内部事务。不鼓励外籍师生公开进行意识形态、社会制度等相关问题的讨论和宣扬。

All international faculty and students shall observe the laws, decrees and relevant regulations enacted by the Chinese government and shall not interfere in China's internal affairs. You are advised not to discuss such issues as ideology and social system.

3.2 学院尊重外籍师生的民族风俗和宗教信仰，但不提供举行宗教仪式的场所，外籍师生可到依法登记的宗教活动场所参加宗教活动。

SUMC respects the customs and religious beliefs of international faculty and students, but will not provide places for holding religious ceremonies. International faculty and students can attend religious activities in religious service places registered according to the Chinese law.

3.3 不允许在中国境内进行以下传教活动：

The following missionary work is prohibited within China's territory:

(1) 在中国公民中委任宗教教职人员；

Appoint religious personnel among Chinese citizens;

(2) 在中国公民中发展宗教教徒；

Develop religious believers among Chinese citizens without authorization;

(3) 未经批准在宗教活动场所讲经、讲道；

Preach and deliver sermons in religious service places without authorization;

(4) 未经批准在依法登记的宗教活动场所以外的处所讲经、讲道，进行宗教聚会活动；

Preach and deliver sermons and engage in religious gatherings without authorization in religious service places which are not registered according to the Chinese law;

(5) 制作或销售宗教书刊、宗教音像制品、宗教电子出版物等宗教用品；

Produce or sell religious materials including books, video and audio products, electronic publishing;

(6) 散发宗教宣传品；

Distribute religious propaganda materials;

(7) 未经批准的其他形式的传教活动。

Engage in missionary activities of other forms without authorization.

3.4 建议外籍师生不要携带宗教印刷品和音像制品入境。严禁携带带有危害中国国家安全和公共利益内容的宗教印刷品、宗教音像制品和其他宗教用品入境。

International faculty and students are advised not to bring printed religious matters and religious audio-visual products into China. It is forbidden to bring any religious printed matters and religious audio-visual products and other religious materials which pose a great threat to China's national security and public interests into China.

3.5 严禁任何人利用宗教干涉中国的内政和宗教事务。中国实行独立自主自办的原则，建立宗教组织、进行传教活动是中国宗教的内部事务。因此，任何外国人不得干预中国的宗教事务，不得在中国成立宗教组织、设立宗教办事机构和宗教活动场所、开办宗教院校，不得在中国公民中进行传教活动。宗教活动由当地政府宗教事务部门管理。

No one is allowed to make use of religion to interfere in China's internal affairs. China applies the policy of independence and self-administration to establish religious organizations and to engage in religious affairs which are all the internal affairs of Chinese religion. Therefore, foreign nationals are not allowed to intervene in China's religious affairs, neither can he/she establish religious organizations, religious administrative institutions, religious service facilities or religious schools in China or to conduct missionary work among Chinese citizens. Religious activities should be subject to the management of the department of religious affairs of local government.

## 4. 入学注册 PROCEDURES FOR NEWCOMERS

4.1 新生到校当天带齐有关材料（入学通知书、JW202表、有效护照、学生签证、其他材料见电子邮件的通知）到对外合作交流处报到，并在对外合作交流处的协助下办理注册、宿舍入住、缴费等手续。

Freshmen should report to SUMC International Office on the day of arrival at SUMC bringing all relevant materials (letter of admission, JW202, valid passport, student visa, and other materials as notified by email). Meanwhile, SUMC International Office will assist you in completing the registration and accommodation check-in procedures, and you should pay tuition and fees by debit card at the counter of Financial Department.

4.2 证件检查合格后，对外合作交流处将通过电子邮件方式通知办理入境体检、临时住宿登记、居留许可等手续，学生须在规定期限内按要求提交材料至对外合作交流处。请务必留意电邮通知。Once the original documents are verified, International Office will notify the students by email of the procedures and requirements regarding health examination, temporary accommodation registration, residence permit and other formalities, and you should submit the required materials to International Office by the specified deadline. Be sure to look out for the email notices.

4.3 参加入学培训活动、申请校园网账号、汕大邮箱、一卡通、中国银行账户（用于缴纳各种费用）、本地手机卡等。具体请参考后文“11.生活设施及服务”部分的内容。

The freshmen should attend orientation activities and apply for STU account, Campus Smart Card, a Bank of China account (for the purpose of paying tuition and fees), local SIM card, etc. Please refer to the “11. Living Facilities & Services” section for details.

4.4 在校生应在每年9月开学第一周内联系对外合作交流处办理报到注册、缴纳学费等手续。所有学生应按时按要求缴纳住宿费、水电费等费用。住宿汕大本部校区时，应到行政楼307室财务处缴纳住宿费，水电费每月从一卡通自动划扣；住宿医学院校区时，请联系医学院对外合作交流处办理住宿费和水电费缴纳手续。

Continuing students should contact International Office to register arrival and pay tuition fees within the first week of each academic year (in September). All students should pay accommodation and utility fees timely. When you stay on the main campus, you should settle the payments at the counter of STU's Financial Department located in Room 307, Administration Building, STU Main Campus. When you stay on the medical campus, please contact SUMC International Office to settle the payments for dormitory and utilities.

## 5. 签证及居留许可 VISA & RESIDENCE PERMIT

5.1 新生首次持有效学生签证入境后须在24小时内办理住宿登记，并在规定时间内办理居留许可。报到时，对外合作交流处将会告知具体要求及申请材料清单。

The newly admitted students must complete the residence registration with the local police station within 24 hours upon first arrival and then apply for a Residence Permit within the prescribed time. International Office will provide specific guidance in this regard upon your arrival.

5.2 如有更换新护照的，尽快提交新旧护照原件到对外合作交流处，以便及时办理住宿登记更新手续。

In case of passport reissue, please submit your old and new passports to International Office for timely registration renewal with the police station.

5.3 如需办理居留许可延期的学生，须提前至少 45 天通过电子邮件形式提交申请至对外合作交流处，发邮件时请以“您的姓名 + 签证延期申请”为主题。对外合作交流处将会回复邮件告知具体要求及申请材料清单。

If you need to apply for Residence Permit renewal, please email your application to International Office at least 45 days in advance, with the email subject being “your name + application for visa renewal”. International Office will notify the specific requirements by reply to your email.

5.4 退学者，须按规定办理签证变更手续，须提前至少 45 天通过电子邮件形式提交申请至对外合作交流处，发邮件时请以“您的姓名 + 签证变更申请”为主题。对外合作交流处将会回复邮件告知具体要求及申请材料清单。未按规定办理签证变更手续者，一切后果自负。

If you intend to drop out, you should contact International Office at least 45 days in advance to apply for visa conversion via email with the subject being “your name + application for visa conversion”. International Office will notify the specific requirements by reply to your email. Those who fail to go through the visa conversion procedures as required shall be held responsible for all the consequences thus incurred.

5.5 请特别注意：居留许可是外国人在中国居留的有效证件。居留许可的有效期即为准许持证人在中国居留的期限。居留情况发生变化时须及时办理变更手续，延长居留须按时办理延长手续，所持护照遗失、损毁、被盗抢的须尽快重新申请办理护照和居留许可，否则，就会构成非法居留。根据《中华人民共和国出境入境管理法》、《中华人民共和国外国人入境出境管理法》的有关规定，超过签证、停留居留证件规定的停留居留期限停留居留的、未经批准从事不符合身份的活动，或违反中国法律法规的，将被视为非法停留，可能会被处以罚款、拘留、限期出境、遣返、甚至被列入黑名单并禁止进入中国。

**ATTENTION:** Your Residence Permit demonstrates your legal residence in China. The validity of the Residence Permit is the authorized period of stay in China. When your status of residence changes or you need to extend your Residence Permit, you shall make an application accordingly within the prescribed time. If your passport is lost, damaged, destructed, stolen or robbed, you shall apply for a new one and a new Residence Permit as early as possible; otherwise, you may be regarded as an illegal resident. According to the Exit and Entry Administration Law of the People’s Republic of China and Regulations of the People’s Republic of China on Administration of the Entry and Exit of Foreigners, overstaying the period of authorized stay given by the immigration officers, undertaking activities that are not authorized by the status of entry or any other violations of Chinese laws and regulations can result in the individual being deemed an illegal alien, and the offender may be fined, detained, deported, repatriated or even blacklisted from entering China again.

请密切留意您的居留许可的有效期，超过签证、停留居留证件规定的停留居留期限停留居留的，将会构成非法居留，您将被追究法律责任。

**PLEASE PAY CLOSE ATTENTION TO THE EXPIRATION DATE OF YOUR VISA OR RESIDENCE PERMIT. YOU WILL BE HELD LEGALLY RESPONSIBLE FOR OVERSTAYING THE PERIOD OF VALIDITY OF YOUR VISA OR RESIDENCE PERMIT.**

## 6. 医疗服务&保险 INSURANCE & MEDICAL SERVICES

### 6.1 医疗服务 MEDICAL SERVICE

#### (1) 校园诊所 CAMPUS CLINIC

大学本部设有校园诊所，位于游泳池旁。

工作时间： 平日 8:00am – 11:45am, 2:30 – 5:15pm

周末节假日有值班医生处理紧急状况。

电话： 86502651

THE STU CAMPUS CLINIC is located near the swimming pool on STU campus.

Opening hours: Weekdays: 8:00am – 11:45am, 2:30 – 5:15pm

On weekends, holidays and vacations, there is a doctor on duty for emergencies. Tel: 86502651.

您每次就诊时，都需要挂号，首次就诊还须购买病历，复诊时记得把病历带上。

Upon first registration at the clinic, you will receive a personal treatment record booklet. You should bring the booklet along with you on each subsequent visit and present it at the time of registration.

若校园诊所医生建议您到医院做进一步检查或治疗，您可以到国际医疗部、汕头大学医学院第一附属医院或第二附属医院就诊。

If the campus doctor advises you to go to a hospital for further treatment or diagnosis, you will be referred to the International Medical Service Center, No. 1 or No. 2 Affiliated Hospitals of SUMC.

#### (2) 国际医疗部 INTERNATIONAL MEDICAL SERVICE CENTER

国际医疗部位于汕头大学医学院第一附属医院，致力于为外籍人士提供优质的医疗服务，包括我院的外籍教师、员工和学生。

The International Medical Service Center, located at the First Affiliated Hospital of SUMC, is committed to providing high-end medical services to international patients, including our international faculty, staff and students.

目前采用电话预约方式，预约电话为： 86-754-88905268, 88905087, 86-13414056812。

24-hour Service Hotlines: 86-754-88905268, 88905087, 86-13414056812.

地址： 汕头市长平路 57 号汕头大学医学院第一附属医院一号楼东附楼四楼（第一报告厅旁）。

Address: 4/F, No.1 Building of the East Side, The First Affiliated Hospital of Shantou University Medical College, 57 Changping Road, Shantou.

价格表 Charge Rate:



项目类别 Service	价格 Rate
床位费 Bed	单人房: 500 元/日 Single Room: RMB500 / Day
	单人套间: 800 元/日 Independent Suite: RMB800 / Day
门诊诊金 Outpatient Consultation	副主任医师及以下: 200 元/次 Associate Chief Physician or Lower: RMB200 per time
	主任医师: 300 元/次 Chief Physician: RMB300 per time
住院病人诊疗费 Inpatient Consultation	100 元/日 RMB100 / Day
住院病人会诊费 Inpatient Inter-Departmental Consultation	普通医师会诊: 50 元/次 Ordinary: RMB50 per time
	专家库会诊: 100 元/次 Expert: RMB100 per time
级别护理 Nursing Service	特级护理: 30 元/小时 Special Care: RMB30 / Hour
	一级护理: 60 元/日 Level 1: RMB60 / Day
	二级护理: 40 元/日 Level 2: RMB40 / Day
检查、化验、治疗、麻醉、手术费、药品、耗材、血费、体检套餐 Physical Examination, Laboratory Test, Treatment, Anesthesia, Surgery, Medicine, Consumables, Blood, etc.	暂按普通住院患者收费 Same as local residents.
说明: 本价格表可能会根据具体收治患者情况调整。 Remark: the above charge rates are subject to change based on the regulations of the hospital.	

有关医保细则, 请查阅您个人的医疗保险条款。

Kindly be reminded to refer to your own inpatient medical insurance scheme.

请看附件国际医疗部宣传册, 了解更多详情。

For more details, please refer to the attached Booklet of International Medical Service Center.

**注意: 所有医疗费用由您本人支付。**

**NOTE: MEDICAL COSTS ARE THE PATIENT'S OWN RESPONSIBILITY.**

## 6.2 保险 INSURANCE

根据中国教育部规定, 来华留学生必须购买中国大陆综合医疗保险(留学生)。中国政府奖学金生由中国留学基金会统一购买, 其余学生须自费, 费用为 600 元/人/学年, 学生须在开学第一天到对外合作交流处办理投保手续。有关保险的详细资料, 可登陆以下链接网站查阅, <http://en.lxbx.net/>。

All international students to study in China should purchase the Comprehensive Medical Insurance and Protection Scheme for Foreigners Staying in China required by the Ministry of Education of China. The insurance premium is CNY600 /person/year. Except Chinese Government Scholarship recipients, all international students should contact International Office to purchase this coverage on the first day of each academic year. Details about the insurance is available at <http://en.lxbx.net/>.

## 7. 学籍管理 STUDENTSHIP MANAGEMENT

学生提供给学校的所有信息必须准确真实。若提供虚假信息影响入学资格和学习,将被取消学籍。  
All information you provide must be true and correct. Inaccuracies that affect the admission and academic progression decisions may lead to dismissal from the university.

有关“学籍管理”具体规定,详见教务处分发的《汕头大学医学院本科及七年制学生学年学分制学籍管理暂行规定》。

Please refer to the handbook of the five-year and seven-year medical curriculum distributed by the Teaching Department for all the academic rules and regulations.

毕业时,您将获得教育部认可的毕业证书和本科学士学位证书,正式的证书仅用官方语言(即中文)印制。

Upon graduation, you will be awarded the Diploma of Graduation and Certificate of Bachelor's Degree accredited by Ministry of Education, which are made in the official language only, i.e. Chinese.

如需公证认证服务,有以下两种途径可供参考,均可提供英文件,各个国家对学历证书公证认证的具体要求可能有所不同。

If you need notary or verification services, below are the two options for your reference, English versions will be provided. Please note that the specific requirements may vary from country to country.

中国教育部授权全国高等学校学生信息咨询与就业指导中心开展高等教育学历认证服务工作,学生可通过中国高等教育学生信息网(简称学信网)申请学籍、学历等相关信息在线验证,可提供英文服务,详见学信网: <https://www.chsi.com.cn/en/>。

Chinese Ministry of Education authorizes China Higher Education Student Information and Career Center (CHESICC) to provide verification of higher education qualification certificates. Students can apply for online verification reports on student records, qualification certificates, and admission information, such as "Online Verification Report of Higher Education Qualification Certificate" through the China Higher Education Student Information (CHSI) website of CHESICC, which is available in English. Please refer to the CHSI website for details: <https://www.chsi.com.cn/en/>.

如需公证服务,可向汕头公证处申请,联系信息如下。

Shantou Notary Office can provide notary services. Below is the contact information.

### 汕头公证处 Shantou Notary Office

电话 Tel: (0754) 8846 0746

传真 Fax: (0754) 8817 9575

E-mail: [gdstnpo@163.com](mailto:gdstnpo@163.com)

地址: 汕头市龙湖区华山路 16 号 1~3 层

Address: 1-3/F, No. 16 Huashan Road, Longhu District, Shantou.

## 8. 休假请假 LEAVES OF ABSENCE

8.1 同国内学生一样，您在请假前须事先获得教务处的批准。

Same as domestic students, you should get prior approval from Teaching Department before taking a leave of absence.

8.2 按出入境管理规定，学院所有外籍师生因任何原因（包括假期）需临时离开汕头的，须在离开前完成《离校报告》并发送至 [sumcinternational@stu.edu.cn](mailto:sumcinternational@stu.edu.cn)，并在返校当日发送邮件告知对外合作交流处您已返回汕头。

According to Immigration regulations, international faculty, staff and students who intend to travel out of Shantou are required to complete and email the Leave Report Form to [sumcinternational@stu.edu.cn](mailto:sumcinternational@stu.edu.cn) before leaving, and inform International Office via email when back to school.

在您入学报到后，对外合作交流处会把《离校报告》电子版发送到您的邮箱。请下载保存好以备日后使用。

The International Office will email you the Leave Report Form template upon your initial arrival. Please download and save the form in case you need to use it.

8.3 如果离校时间与您的居留许可延期有冲突，应尽早联系对外合作交流处商议。

If the time of leave conflicts with renewal of your Residence Permit, you should contact the International Office as early as possible to work out a solution.

## 9. 离校手续 EXIT PROCEDURES

9.1 学生申请休学退学的，须提前到教务处办理审批手续，并在离校前办理离校手续，请发送邮件至教务处和对外合作交流处咨询详细指引。

If you intend to suspend your study or drop out, you should contact Teaching Department to complete the approval procedures, and then go through clearance procedures with relevant departments before leaving SUMC, please email Teaching Department and International Office to request details.

9.2 休学退学者，须按规定办理签证变更手续，须提前至少 45 天通过电子邮件形式提交申请至对外合作交流处，发邮件时请以“您的姓名 + 签证变更申请”为主题。对外合作交流处将会回复邮件告知具体要求及申请材料清单。未按规定办理签证变更手续者，一切后果自负。

If you intend to suspend your study or drop out, you must contact the International Office at least 45 days in advance to apply for visa conversion via email with the subject being “your name + application for visa conversion”. The International Office will notify the specific requirements by reply to your email. Those who fail to go through the visa conversion procedures as required shall be held responsible for all the consequences thus incurred.

## 10. 住宿 ACCOMMODATION

我们建议学生住校内宿舍，入学时将统一安排在本部校区留学生公寓内。汕大学生宿舍管理中心会尽量按照你的申请分配宿舍，但由于房型有限，不能保证满足每个学生的需求。新生报到时，我们会提供入住指引。

SUMC recommends you live on campus. You will be allocated a room in the International Student Dormitory Building on the main campus. The University's Student Dormitory Management Center will try to allocate the rooms according to your room preferences, but there is no guarantee due to limited availability. Instructions on how to check in will be provided upon your initial arrival.

留学生宿舍类型为共享公寓，每套公寓含单人或双人卧室，共享浴室和厕所等设施。住宿费为人民币 800-1600 元，煤气、水电、网络等费用另计。住宿汕大本部校区时，应按时到行政楼 307 室财务处缴纳住宿费，水电费每月定期从一卡通自动划扣；住宿医学院校区时，请联系医学院对外合作交流处办理住宿费和水电费缴纳手续。

There are twin/single bedrooms in shared apartments on campus. Bathroom and toilet are shared by the flat mates. The accommodation fee varies from CNY800-1600 per month depending on room type. Heat, electricity, water, Internet, etc. are charged separately. There are electricity and water meters installed in each apartment, and you will be charged for the use of water and power on a monthly basis. Please make sure that there is enough money in your campus smart card to pay the monthly electricity charge punctually. When you stay on the main campus, you should settle the payments at the counter of STU's Financial Department located in Room 307, Administration Building, STU Main Campus. When you stay on the medical campus, please contact SUMC International Office to settle the payments for dormitory and utilities.

如果你入住学校留学生公寓，请遵守宿舍管理规定，并注意以下事项。

As an on-campus housing resident, you are responsible for abiding by the accommodation regulations and paying attention to the notes as indicated below.

### 10.1 注意事项 REMINDERS

- (1) 所有居住者需自己打扫自己的房间，并保持房间的干净整洁。

Keep your room clean and tidy.

- (2) 如果你不小心弄坏了房间里的设施，须照价赔偿。

Damaged appliances must be recovered at the original cost.

- (3) 您房间的电压为 220 伏，50 赫兹。请不要使用 800 瓦以上的电器。

The power voltage in your room is 220V and 50 Hz. Use of appliances over 800W is forbidden.

- (4) 为保证安全起见，离开房间时，请关掉电灯，拔掉电源，锁上房门，这样就能保证安全及预防火灾。

Turn off the lights and other electric appliances before leaving the room. This is for your safety and preventing fire accidents.

- (5) 水龙头水不能直接饮用，必须煮开后才能饮用。

Tap water is not drinkable if not boiled.

(6) 学生公寓楼大门每天早晨 6:00 开门，晚上 11:30 关门。

The gate of the apartment building is open from 6.30 am to 11.30 pm every day.

**注意：留学生公寓的物业管理中心设在至诚书院一楼，电话：[0754-86503257](tel:0754-86503257)**

**NOTE: Student Accommodation Management Center is located at the first floor of Veritas College on the main campus, Tel: [0754-86503257](tel:0754-86503257).**

## **10.2 宿舍规定 ACCOMMODATION REGULATIONS**

(1) 宿舍是留学生休息和学习的场所，必须严格遵守有关宿舍管理的规定。

As the dormitory is the place for rest and study, regulations therein should be strictly observed.

(2) 按性别相对划区管理。原则上安排两人共住一间宿舍。按学校的安排统一住宿，不准强占房间，未经批准不得自行调房。

The dorms are divided into different sections on the basis of gender. In general, two students of the same gender share one room. Unapproved occupation or change of dormitory is not allowed without prior permission.

(3) 注意人身和财务安全。不准自己随意安装或改造线路。不当使用电器引起的任何损坏都将由使用者负责。严禁将易燃、易爆、剧毒、放射性等危险物品带入宿舍或宿舍区。遵守防火规定，严防火灾。

Pay attention to your personal safety and your belongings. No change of wire installation is permitted. You will be responsible for the damage caused by misusing electrical appliances. Inflammable, explosive, poisonous, and radioactive materials are not allowed in your room or around your residence area. You should abide by the fire safety regulations and take precautions to prevent fire accidents.

(4) 保持宿舍内外卫生，保持整洁舒适的宿舍内外环境。不准饲养家禽等宠物。

The dormitory rooms and surroundings should be kept clean and tidy. Pets are not allowed.

(5) 爱护公共财物，正确使用宿舍公物，损坏公物要照价赔偿。恶意损坏公物者将根据情节进行处罚。

Please take good care of dormitory property. If you damage any appliances or equipment in the apartment you will be responsible to pay the original purchase cost. Any intentional act of damaging or destructing public property will be punished in accordance with applicable laws and regulations.

(6) 注意保持安静，不得在宿舍内从事影响他人学习和休息的活动，如跳舞、大声喧哗、高声放音乐等。

To avoid disturbing others, you should respect public order by keeping quiet in your room and refraining from activities like dancing, shouting, playing loud music or making inconsiderate noise in the dormitory.

(7) 节约能源，遵守用电、用水规定，每间宿舍装有水电计费器，水电费自理，每月定期从一卡通扣除。

Be careful about the use of energy resources and abide by the rules and regulations of using electricity and water. There are electricity meters and water meters installed in each dorm, and you will be charged for the use of water and power on a monthly basis. Please make sure that there is enough money in your campus smart card to pay the monthly electricity charge punctually.

(8) 注意团结友爱，言行举止文明，严禁打架斗殴、酗酒、聚赌、吸毒、卖淫、宿娼，或进行其他违法活动。

Develop fraternal unity and be well-behaved and civilized. Refrain from fighting, irresponsible alcohol consumption, gambling, drug abuse, prostitution or any other illegal activities.

### **10.3 维修 REPAIRS**

住宿汕大本部的，如公寓需要维修，请在“汕头大学网上保修系统”提交维修申请，网络方面等报修，请登录“校园网自助服务平台”办理，如遇紧急情况，请致电 [86502369](tel:86502369) 或 [86502489](tel:86502489)（水电维修）或 [86502490](tel:86502490)（其他方面的维修）。

For those who reside on STU campus, please make an online application for repair on the STU Repair Service System. To solve problems about the network, please go to the CN Self-Service Platform (see below). For urgent cases, please call [86502369](tel:86502369) or [86502489](tel:86502489) (for water/electricity maintenance) or [86502490](tel:86502490) (for other repairs).

汕头大学网上报修系统 STU Repair Service System:

<https://outlay.stu.edu.cn/teacher.aspx?ticket=ST-505854-04ATJI6oXTcB3CnNcutX-cas51>

汕头大学校园网自助服务平台 STU CN Self-Service Platform:

<http://its.stu.edu.cn>

住宿医学院校区的，如公寓或家具需要维修，请到水电维修组（水电维修，位于宿舍区 15 栋一楼）或总务处行政科（其他方面的维修，行政楼 5 楼）填写维修申请，如需紧急维修，请致电水电维修组 [88900452](tel:88900452) 或总务处行政科 [88900421](tel:88900421)。

For those who reside on SUMC campus, if any structural or furnishing repairs need to be done in your apartment, please file an application at the Water/Electricity Maintenance Crew (for water/electricity maintenance, located on 1/F, No.15 Residence Hall) or Office of General Affairs (for other repairs, located on 5/F, Admin Building). For urgent cases, please call the Water/Electricity Maintenance Crew at [88900452](tel:88900452) or Office of General Affairs at [88900421](tel:88900421).

### **10.4 探访人员 VISITATION**

探访人员请勿在校内公寓留宿。

Visitors are not allowed to stay overnight in on-campus apartment.

境外来访人员须持有效签证入境，并遵守中国的法律法规。

Please make sure that your foreign guests will come in with a valid visa and abide by relevant laws and regulations of China.

## 11. 生活设施 LIVING FACILITIES & SERVICES

### 11.1 校园账号&一卡通 CAMPUS ACCOUNT & SMART CARD (YI KA TONG)

对外合作交流处会为您申请校园网账号和一卡通，并在报到后发放。校园网账号同时也是校园邮箱账号，请妥善保存好账号信息和密码。您须支付 15 元一卡通制卡费用，请在收到卡片后及时存款。如有疑问，可联系网络与信息中心，电话：[86503400-2](tel:86503400-2)，网址：

<http://uptime.stu.edu.cn/en/Default.aspx> 。

International Office will apply for a Campus Account and a Campus Smart Card for you and will email you the details after your arrival. The Campus Account is also your STU Email Account, please keep your account name and password. You need to pay RMB30 for the Campus Smart Card, please make a deposit to your card after you receive it. For inquiries about Campus Smart Card, you can consult Network Information Center, Email: [stunic@stu.edu.cn](mailto:stunic@stu.edu.cn), Tel: [86503400-2](tel:86503400-2), or refer to their website: <http://uptime.stu.edu.cn/en/Default.aspx> .

收到校园网账号（即汕大邮箱账号）及初始密码后，请及时到以下链接修改密码：

<https://netms.stu.edu.cn/ModifyPassword.aspx?culture=en-US> 。

After receiving your account name and initial password, please change the password at

<https://netms.stu.edu.cn/ModifyPassword.aspx?culture=en-US>.

登录汕大邮箱，请在汕大主页点击“Web 邮箱”。

To login to your STU mailbox, please click the “Mail” button on STU’s website.

汕大主页 STU’s website: <http://english.stu.edu.cn/index.php> .

一卡通既有身份认证功能又有钱包功能，持有一卡通可在校内进行消费、图书借阅等活动。请随身携带一卡通，出入校园时，学校安保人员可能会要求您出示您的一卡通以验证身份。

The Campus Smart Card is not only the official identity card, but also an all-in-one card that allows you to use the services provided by the canteens, supermarket, clinics and libraries on campus. Please always carry your Campus Smart Card in case that our security staff ask you to confirm your identity.

如需对一卡通充值，您可到大学本部网络与信息中心或第二饭堂楼下的一卡通业务窗口进行现金充值，每次充值不得少于 50 元； 还可以通过支付宝进行网上充值。

There are currently 2 counters on STU campus where you can make a deposit to your Campus Card in cash:

- STU Network Centre (near the Post Office)
- Smart Card Business Centre (downstairs of No.2 Cafeteria)

Service time: 10:00-12:30, 15:00-17:30, Monday-Thursday; 10:00-12:30, Friday.

The minimum deposit is RMB50 each time. Simply bring your card and cash payment, and they will add the funds to your card. You can also add funds to your Campus Card online using the Alipay System (Zhi Fu Bao).

## 11.2 银行服务 BANK SERVICE

大学本部校园内的 789 楼有中国银行支行，可以办理人民币和外币的开户、存款及兑换等业务，银行外设有 ATM 机。汕医校区教师宿舍 11 栋楼下有中国银行 ATM 机。

On the STU campus at Building 789 there is Bank of China Shantou University Sub-branch, where services such as account opening, deposit and exchange of both RMB and foreign currencies are provided, and there is also an ATM machine outside the bank. On SUMC campus, there is a Bank of China ATM machine at the downstairs of No. 11 Residence Hall.

汕头市区也有很多银行可提供开户、存款及兑换等业务。推荐您前往中国银行汕头分行办理相关业务，该行能提供英语服务。

Many bank outlets in Shantou downtown also provide such services as account opening, deposit and currency exchange. Bank of China Shantou Branch which can provide services in English is highly recommended for you.

### 中国银行汕头大学支行 Bank of China Shantou University Sub-branch

地址：汕大本部校园 789 楼内

Address: Building 789, STU Campus

电话 Tel: 0754-82904612

### 中国银行汕头分行 Bank of China Shantou Branch

地址：中国广东省汕头市金砂路 98 号

Address: 98 Jinsha Road, Shantou, Guangdong, P.R. China

电话 Tel: 0754-88949121

可搭乘 53 路公交车。

You can take the No. 53 bus there.

中国银行全国客服热线 24-Hour Customer Services Hotline of Bank of China: 95566

## 11.3 邮电服务 TELECOMMUNICATION

### (1) 邮政 MAIL

您的收信地址如下：

*你的名字*

中国广东省汕头市大学路 243 号

邮编：515063

联系电话：*您的手机号码*

*Your Name*

Shantou University

243 Daxue Road, Shantou 515063

Guangdong



P.R. China

Contact number: *your mobile number*

注意：斜体部分须更改为您的信息

Note: The Italic parts should be your information.

## (2) 手机卡 SIM CARD

如使用手机，您可到中国移动或中国联通营业厅购买本地 SIM 卡，购卡时需出示护照。

To use a cell phone, you can buy a local prepaid SIM card from the China Mobile or China Unicom outlets with your passport. You will be required to present your passport when buying the card. Below are two China Mobile outlets we recommend.

汕头移动汕头大学服务厅 China Mobile Shantou University Outlet

地址：位于汕大本部校区 CD 座宿舍附近

Location: near the C/D Student Dormitory Building, STU Main Campus

汕头移动全球通服务厅 China Mobile Shantou Branch Quan Qiu Tong Outlet

地址：中国广东省汕头市金砂路 117 号

Address: 117 Jinsha Road, Shantou, Guangdong, P.R. China

电话 Tel: 0754-88054998

可搭乘 53、10、12、20 路公交车。

You can take the No. 53 / 10 / 12 / 20 bus there.

中国移动全国客服热线 24-Hour Customer Services Hotline: 10086

如您要使用从国外带来的 SIM 卡，请向营运商咨询收费标准，可能需要收取国际长途费和国际漫游费。

If you want to use your own SIM card from your home country, you need to check with the operator for the rates, because you may be charged with both international long distance calls as well as international roaming charges.

## (3) 网络及电邮 INTERNET AND EMAIL

互联网在校园内广泛使用，公寓内有无线网络（搜索“STU”）和接口。

Internet is widely available on campus. There is Wifi (search STU) and an Internet connection in your apartment. Browsing the campus network is free, but to browse externally you need to apply for a User Account no matter you live on the STU campus or SUMC campus. SUMC International will assist you in applying for an account.

在大学本科如要链接外网，须预定并按时缴纳费用。请使用您的校园网账号在 <http://uptime.stu.edu.cn/en/News.aspx?ID=7> 预订网络套餐，费用将逐月从您的一卡通里扣除。上网账户即是您的校园网账号/汕大电子邮箱账号。

It's chargeable to use the external network on STU campus. Please use your Campus Account to book an Internet Package at <http://uptime.stu.edu.cn/en/News.aspx?ID=7>, the payments will be deducted directly from Campus Smart Card on a monthly basis. Please deposit enough money in your Campus Smart card. The login account is your campus account / email account.

如需在汕医上外网，请联系对外合作交流处协助办理，在汕医校区可免费使用网络。

To use external network on SUMC campus, please contact International Office for assistance in applying for a user account.

#### **11.4 图书馆 LIBRARY**

大学本部和汕医校区各有一个图书馆。出入图书馆和借书，应使用一卡通。

There is one library on STU and SUMC campuses respectively. A Campus Smart Card is needed for access to the libraries and books borrowing.

##### 汕大图书馆开放时间:

每天 8:00-22:00; 新馆三楼特藏文献服务部的开放时间为周一至周五上午 8:00-11:45, 下午 2:30-5:15; 寒、暑假及国家法定节假日会根据实际情况有所调整, 请留意图书馆网站和大学办公自动化的通知。

STU Library opening hours are: 8:00 am–10:00pm, 7 days a week. Opening hours for Special Collections Room on the 3<sup>rd</sup> floor are 8:00-11:45 am, 2:30-5:15 pm, Monday to Friday. Library opening hours will change during winter and summer holidays and public holidays, so please refer to the online notices of the Library and STU.

##### 汕医图书馆开放时间:

星期一至六 8:00-22:00, 星期天 8:00-12:00、19:00-22:00; 其他阅览室开放时间为星期一至五 8:00-12:00、14:30-17:30; 寒、暑假及国家法定节假日会根据实际情况有所调整, 请留意图书馆网站和汕医办公自动化的通知。

Opening hours for the central hall of SUMC Library are: 8:00am–10:00pm from Mondays to Saturdays and 8:00am-12:00 & 7:00pm-10:00pm on Sundays. Opening hours for other rooms are 8:00-11:45 am, 2:30-5:15 pm, Monday to Friday. Library opening hours will change during winter and summer holidays and public holidays, so please refer to the online notices of the Library and SUMC.

了解更多信息, 请登录图书馆网页查阅:

汕大图书馆: <http://www.lib.stu.edu.cn/>

汕医图书馆: <http://lib.med.stu.edu.cn/Default.aspx>

For more information, please refer to the websites of the libraries:

STU Library: <http://www.lib.stu.edu.cn/eng/>

SUMC Library: <http://lib.med.stu.edu.cn/Default.aspx>

#### **11.5 体育场馆 SPORTS FACILITIES**

大学本部有室外大操场、足球场、篮球场、网球场等室外运动场地，进出场地时需使用一卡通。  
On the STU main campus, there are outdoor sports grounds including track and field facilities, a football field, basketball courts and tennis courts. Tap your STU Smart Card on the entrance reader.

大学本部大操场旁有体育场馆，馆内有篮球场、健身房及乒乓球室等，还设有室内外游泳池。使用这些场地需收费，出入时需使用一卡通，费用从一卡通里扣除。

Located next to the sports grounds on STU campus is a gymnasium with a weight room, a basketball court, table tennis courts and badminton courts inside, as well as two swimming pools (one outdoor and one indoor). There is a charge to use these facilities. Please show your STU Smart Card. The charges will be deducted from your STU Smart Card.

健身房 Weight room opening hours:

周一、周四、周五 Monday, Thursday, Friday: 16:00-21:00

周二、周三 Tuesday, Wednesday: 16:00-19:00

周六、周日 Saturday, Sunday: 14:00-21:00

收费标准 Service rate: 5 yuan / time

室内羽毛球场 Indoor badminton court opening hours:

周一、周四 Monday, Thursday: 18:00-21:00

周六 Saturday: 08:00-12:00 and 14:00-18:00

周日 Sunday: 14:00-18:00

收费标准 Service rate: 10 yuan / hour

预约说明：至少提前一天发邮件到：[o\\_tyb@stu.edu.cn](mailto:o_tyb@stu.edu.cn) 预订，周六、周日使用场地请于周五下班前预约。邮件请说明场地需求、使用时间、联系人、联系方式等。

Please make a reservation via email to [o\\_tyb@stu.edu.cn](mailto:o_tyb@stu.edu.cn) at least one day ahead. Reservations for use on Saturdays and Sundays should be submitted before 17:30pm on Fridays. The email should indicate contact information.

室外游泳池 Outdoor swimming pool opening hours:

每年 6 月至 10 月开放 Open from June to October every year

每天 Every day: 16:00 pm - 18:00pm 19:00 pm-21:00 pm

收费标准 Service rate: 5 yuan / time

汕大体育园游泳馆（室内） STU Sports Park Natatorium (Indoor):

开放时间 Opening hours: 18:00-20:00 Monday to Friday, 14:00-20:00 Saturday to Sunday

开放区域：游泳馆长宽各 25 米，水深 1.4m-1.7m，水温约为 20-22 摄氏度

Opening area: half of the swimming pool (25 meters in length and width, 1.4-1.7 meters in depth, and the water temperature is about 20-22 degrees).

接待人数上限：每场次上限为 70 人（35 男 / 35 女），先到先得。

Maximum number of swimmers per session will be capped at 70 people. (35 men/35 women). Entrance will be done as a first come first enter method.

收费标准：20 元/场/人（2 小时，包括更衣、淋浴时间），2 小时以内均不加收任何费用，用时超过 2 小时则需加收 10 元

Service rate: 20 RMB/person/two-hour session (including the time of changing clothes and taking a shower). The two-hour countdown will start immediately after swiping the card. Please make sure to swipe the card again before you leave as any time over 2 hours will result in an automatic additional charge of 10 RMB.

收费方式：本馆现仅支持使用本人一卡通消费，每人每天最多使用一次。进入泳馆时需出示本人一卡通并交接待台换取更衣柜钥匙。

Payment method: by the user's own STU smart card only for the time being. The smart card is only allowed to be used once per day. Please present your own card and exchange it for the locker key at the reception desk.

使用规定 Instructions, restrictions & regulations: please refer to STU Sports Park's notices at:

<http://oa.stu.edu.cn/page/maint/template/news/newstemplateprotal.jsp?templatetype=1&templateid=3&docid=14584>

<http://oa.stu.edu.cn/page/maint/template/news/newstemplateprotal.jsp?templatetype=1&templateid=3&docid=15116>

如有疑问，可咨询汕大体育园，电话：[86505186](tel:86505186) 或 [86505195](tel:86505195)

For any inquiries, you can call the Sports Park at [86505186](tel:86505186) or [86505195](tel:86505195).

以上设施的使用规定可能会根据实际情况有所调整，请留意学校办公自动化的通知：

<http://oa.stu.edu.cn/>。

The opening hours may change during winter and summer holidays and public holidays, so please refer to STU's online notices at <http://oa.stu.edu.cn/>.

## 11.6 其他设施 OTHER FACILITIES

### (1) 食堂 CAFETERIAS

大学本部共有四间食堂：

第二、三食堂：位于 CD 座宿舍附近的汕大超市二楼。

No. 2 & No. 3 Canteens: located on the 2<sup>nd</sup> floor, above the STU Supermarket near the C / D Student Dormitory Building.

第四食堂：位于 G 座宿舍附近

No. 4 Canteen: near the G Dormitory Building.

西苑餐厅：位于思源书院一层

Xi Yuan Dining Hall: located on the ground floor, Origin College.

开张时间 Daily hours: 早餐 Breakfast 6:30 am - 9:00am

午餐 Lunch 10:30 am - 1:00pm

晚餐 Dinner 5:00 pm - 8:00pm

医学院校区的食堂位于 3 座宿舍楼附近。

The canteen on the SUMC campus is located near the No. 3 Dorm Building.

开张时间 Daily hours: 早餐 Breakfast 6:50 am - 8:20am  
午餐 Lunch 11:15 am - 1:00pm  
晚餐 Dinner 5:15 pm - 7:00pm

### (2) 汕头大学学术交流楼 **ACADEMIC HOUSE (AH) OF SHANTOU UNIVERSITY**

AH 位于汕头大学体育公园内，内有很大的餐厅。

AH has a large dining room, located in STU Sports Park.

开张时间 Daily hours: 早餐 Breakfast 7:00 am - 9:30am  
午餐 Lunch 11:30 am - 14:00pm  
晚餐 Dinner 17:30 pm - 21:00pm

电话 Tel: 86-754-8650 5000

### (3) 杂货店 **GROCERIES AND SUNDRIES**

大学本部校园内有 1 个超市，位于宿舍 CD 座宿舍附近；在第四饭堂附近有一个生鲜市场；在东门附近水果店和杂货店等。

On STU campus there is one supermarket, near the C/D Student Dormitory Building; fresh vegetables and meat are available at the small market near the No. 4 Canteen; and several fruit shops and groceries outside the east gate of the STU campus.

### (4) 餐馆、复印、理发店等 **RESTAURANT, PHOTOCOPY, BARBER SHOPS, ETC.**

大学本部东门附近可找到这些店铺。

A number of restaurants and shops providing photocopy, haircut and other services are outside the east gate of the STU campus.

### (5) 超市商场 **SUPERMARKETS & SHOPPING CENTERS**

您还可到市区各大超市、购物中心购物：

You can go to the following supermarkets and shopping centers at downtown for shopping:

卜蜂莲花超市 Lotus Supermarket

金平店 Jinping Outlet

地址：汕头市汕樟路 41 号

Address: No. 41 Shanzhang Road, Shantou

交通：从医学院步行 10 分钟左右即可到达；从大学本部搭乘 39 路公交车可到达。

Transportation: walk around ten mins from SUMC; take No. 39 bus from STU campus.

汕头卜蜂中心 Shantou Lotus Center

地址：汕头市东厦路和华山路交界

Address: near the junction of Dongxia Road and Huashan Road, Shantou

交通：从医学院搭乘 1 路或 48 路公交车；从大学本部可搭乘 27 路公交车。

Transportation: No. 1 or 48 bus from SUMC campus; No. 27 bus from STU campus.

#### 长平店 Changping Outlet

地址：汕头市龙湖区长平路 35 街区丰泽庄

Address: Fengze Zhuang, No. 35 Block, Changping Road, Longhu District, Shantou.

交通：从医学院可搭乘 12 路或 20 路公交车；从大学本部可搭乘 39 路。

Transportation: No. 12 or 20 bus from SUMC campus; No. 39 bus from STU campus.

#### 其他大型购物中心 Other Shopping Centers

##### 星湖商业城 / 沃尔玛超市 Xing Hu Shopping Center / Wal-Mart Supermarket

地址：汕头市金沙东路 179 号

Address: No. 179 Jinsha East Road, Shantou

交通：从医学院可搭乘 12 路或 22A 路公交车；从大学本部可搭乘 6 路。

Transportation: No. 12 or 22A bus from SUMC campus; No. 6 bus from STU campus.

##### 苏宁广场 Suning Shopping Center

地址：汕头市长平路与金环路交界

Address: near the junction of Changping Road and Jinhuan Road, Shantou

交通：从医学院可搭乘 12 路、20 路或 25 路公交车；从大学本部可搭乘 39 路。

Transportation: No. 12, 20 or 25 bus from SUMC campus; No. 39 bus from STU campus.

##### F16 商业中心 F16 Shopping Mall

地址：汕头黄山路与长平东路交界处

Address: near the junction of Huangshan Road and Changping East Road, Shantou

交通：从医学院可搭乘 22A 路公交车，或者搭乘的士。

Transportation: No. 22A bus from SUMC campus, or taxi.

## 12. 安全建议 SAFETY ADVICE

在安全问题上，我们要提醒和建议您，在任何时候和任何地方都要特别注意人身安全和财务安全，请务必保管好自己的重要物品，如：护照、信用卡、现金、手机、笔记本电脑等。外出时尤其要遵守交通规则，注意交通安全。

You are advised to pay close attention to your personal safety and your belongings at any time or place. Please take good care of important personal items such as your passport, credit cards, bank cards, cash, laptop, and other valuable items. When going out, please follow the traffic rules and pay attention to traffic safety.

万一发生意外情况，请在第一时间表明身份，告诉人们您是汕大的学生，请您附近的人提供帮助并协助报警，或者联系对外合作交流处，以得到及时的救援。

In case of accidents, please tell the people nearby that you are a student of Shantou University and ask them or call SUMC International Office for immediate help.

## 报警电话 Emergency telephone numbers

大学本部校园报警 Emergency on STU Campus	86504110, 86503333
汕医校区报警 Emergency on SUMC Campus	88900476
匪警 Emergency (Police)	110
火警 Emergency (Fire)	119
医疗急救 Ambulance (First-aid)	120
交通事故 Traffic accident	122

## 其他注意事项 NOTE:

### 1. 台风 TYPHOON

汕头的夏季是台风多发季节，每次台风前，市政府都会发布台风预警信号。汕医会发布院内通知。  
Shantou can be affected by typhoons during the summer. Usually SUMC will post notices online.

### 2. 水电供应 ELECTRICITY AND WATER

水电偶尔会无预警地停止供应。请随时储水，以防万一。

Occasionally, electricity and water may be temporarily cut off without warning. Please prepare some candles and save a pot of water in case the outage happens.

## 13. 交通 TRANSPORTATION

### 13.1 学校班车 SCHOOL SHUTTLE

大学本部和汕医校区之间每天都有校车往返，请到“汕医院内通知”下载最新班车时间表，下载地址：<http://www.med.stu.edu.cn/list-1198.html>。

There are regular, free shuttle buses running between STU and SUMC campuses. Please download the most update to date shuttle timetable at “Internal Notices of SUMC”:

<http://www.med.stu.edu.cn/list-1198.html>.

### 13.2 公共汽车 CITY BUSES

从大学本部往返市内的公共汽车有 5 条线路，分别是 6、17、21、27 和 39 路，在大门前的马路对面可以搭乘。

There are five public buses between STU campus and the downtown, buses No. 6, No. 17, No. 21, No. 27 and No. 39. Please wait at the bus stop across the highway from the Main Gate.

### 13.3 的士 TAXIS

如需搭乘的士，建议您将来回目的地写成中文随身携带，必要时可出示给司机看。

If you would like to take a taxi, it is a good idea to have your destination written out in Chinese to show to the driver.

## 14. 校内通知 INTERNAL NOTICES

医学院和汕大本部分别在 <http://int.med.stu.edu.cn/index.asp> 和 <http://oa.stu.edu.cn/> 发布校内通知 (目前仅有中文版)。对外合作交流处会在以下网址用英文发布或转发校内的一般性通知：  
<http://www.med.stu.edu.cn/list-1198.html>。请保存网址并定期查阅。

SUMC and STU post internal notices on <http://int.med.stu.edu.cn/index.asp> and <http://oa.stu.edu.cn/> respectively (Chinese versions only). International Office will forward those general notices in English on this webpage <http://www.med.stu.edu.cn/list-1198.html>. Please save this URL and check it regularly.

## 15. 联系信息 CONTACT INFORMATION

汕头大学 Shantou University

地址：中国广东省汕头市大学路 243 号

Address: No.243 Daxue Road, Shantou, Guangdong, P.R. China

汕头大学医学院 Shantou University Medical College

地址：中国广东省汕头市新陵路 22 号

Address: No.22 Xinling Road, Shantou, Guangdong, P.R. China

### 医学院相关行政部门 Related Administrative Departments on SUMC Campus

总务处行政科：行政楼 5 楼，电话：88900421

Department of General Affairs: 5/F, Admin Building, Tel: 88900421

水电维修组：宿舍区 15 栋一楼，电话：88900452

Water/Electricity Maintenance Crew: 1/F, No.15 Residence Hall, Tel: 88900452

计财处：行政楼 5 楼，电话：88900539, 88900412

Department of Finance: 5/F, Admin Building, Tel: 88900539, 88900412

教务处办公室：行政楼 6 楼，电话：88900443

Office of Director, Teaching Department: 6/F, Admin Building, Tel: 88900443

科研处办公室：行政楼 6 楼，电话：88900313

Office of Director, Research Department: 6/F, Admin Building, Tel: 88900313

图书馆：行政楼 2-3 楼，电话：88900471 转 801, 0754-88900216 转 803

Library: 2-3/F, Admin Building, Tel: 88900471 ext. 801, 88900216 ext. 803

党政办公室：行政楼 7 楼，电话：88900211, 88900410

Dean's Office: 7/F, Admin Building, Tel: 88900211, 88900410

对外合作交流处：行政楼 7 楼，电话：88900302, 88900469，邮箱：[sumcinternational@stu.edu.cn](mailto:sumcinternational@stu.edu.cn)

International Office: 7/F, Admin Building, Tel: 88900302, 88900469, E-mail:

[sumcinternational@stu.edu.cn](mailto:sumcinternational@stu.edu.cn)



## 其他 OTHER REMINDER

*注意：本手册时常有更新，请以对外合作交流处发布的最新电子版本为准。*

*NOTE: This handbook is subject to updating. The latest electronic version published by the International Office.*

2018年8月更新

Last Updated: August 2018



## ◆ 驻诊医生 Medical Team

姓名	学科专业	专业技术职称	联系方式
任春红	消化内科	副主任医师	86-13414056812
黄文盛	神经内科	主治医师	
许烈鹏	神经外科	医师	86-754-88905268
杨晓寰	中医科	副主任医师	

### Chunhong Ren, MD

Associate Professor of Medicine.

Board Certifications in China: Gastroenterology, Internal Medicine

Cell phone: 86-13414056812

### Wensheng Huang, MD

Board Certification in China: Neurology, Internal Medicine

Cell phone: 86-13414056812

### Liepeng Xu, MD

Board Certification in China: Neurosurgery

Cell phone: 86-13414056812

### Xiaohuan Yang, MD, PhD

Associate Professor of Medicine.

Board Certifications in China: Traditional Chinese Medicine

Cell phone: 86-13414056812



拥有海外教育背景、  
丰富医疗经验的专家团队  
为您服务。

Our medical team consists of experienced experts  
with overseas educational background from  
different medical specialties.



住院部 Inpatient Department

地址：广东省汕头市长平路57号

汕头大学医学院第一附属医院一号楼东附楼四楼

ADD: 4Fl, No.1 building of the east side,  
the First Affiliated Hospital of Shantou University Medical  
College, 57 Changping Road, Shantou, Guangdong

TEL : 86-13414056812, 86-754-88905268



汕头大学医学院第一附属医院

THE FIRST AFFILIATED HOSPITAL OF SHANTOU UNIVERSITY MEDICAL COLLEGE



国际医疗部

International Medical Service Center



## ◆ 科室介绍 Introduction

汕头大学医学院第一附属医院国际医疗部致力于为外籍人士提供优质、高效的医疗服务，依托汕头大学医学院第一附属医院一流的医疗设备和学科优势，拥有一批具有海外教育背景、有着丰富医疗经验的专家团队。国际医疗部提供联络医生24小时的电话预约服务，到院后由驻诊医生第一时接听，专业护士提供全程导诊、陪同检查、治疗、缴费和取药服务。国际医疗部分门诊部和住院部，门诊部设2个独立诊室和舒适的候诊区，住院部设套房、单人房两种类型共6张病床，配置中心供氧、负压系统、冷暖空调系统、冰箱、电视机和独立卫生间。采用专家到诊制管理模式，住院期间由专家制定治疗方案，驻诊医生按治疗方案执行并与专家沟通以便及时调整治疗方案。贵宾享受建立个人健康档案，专人进行健康状况跟踪随访等服务。

The International Medical Service Center of the First Affiliated Hospital of Shantou University Medical College is committed to providing high quality and efficient medical service to international patients. Our Hospital has first-class medical resources and facilities. The medical team consists of experienced experts with overseas training in their respective specialties. The Center provides 24-hour appointment booking service by telephone. You will see your doctor immediately when you arrive. Our nurse will accompany and assist you during the whole visit.

The Center provides outpatient and inpatient services. The outpatient department consists of 2 independent consulting rooms with a comfortable waiting area. Our 6-bed inpatient ward has two independent suites and four single rooms each equipped with central oxygen and suction systems, dual air-conditioning system, fridge, TV and an attached restroom.

If necessary, a specialist will be consulted and he/she will make a personalized treatment plan for the patient. The doctors in our Center will administer and optimize the treatment and will communicate with the specialist in a timely manner. Patients will have their personal health records, personal health tracking and follow up services.

## ◆ 温馨提示 Friendly Reminder

请您带上有效身份证件，如身份证、护照、医保卡预约就诊。

Please bring the following documents with you: medical insurance card, photo ID, or passport.

## ◆ 就诊流程 Consultation In The Center

◆ 当您需要就诊时，请致电联络医生，电话中需要提供您的姓名和一般情况，联络医生会在电话中对您的主诉做初步判断：如果您的疾病需紧急处理，我们会帮您联系120，第一时间将您送至医院就诊。如果情况不紧急，请您自行到急诊。

◆ 到达急诊后，国际医疗部的护理人员会为您准备就诊材料，并引导您到国际医疗部候诊区等候就诊。

◆ 护理人员会引导您会见医生、抽血化验和必要的检查、治疗，请您在就诊期间听从护理人员的安排。

◆ 就诊完毕后，护理人员将陪同您到收费处进行现金结算、各项检查和取药。如需住院，护理人员将为您办理入院手续后送入住院部。

◆ If you need to see a doctor, please call the liaison doctor and provide the following information: your name, your main complaint and symptoms. The doctor will make a preliminary evaluation. If your condition is urgent, we will help you to call "120", our emergency ambulance service. The ambulance will take you to the Emergency Department of our hospital. If your condition is not urgent, please come to the Emergency Department by yourself.

◆ The nurse will prepare the personal health record for you when you arrive and bring you to the waiting area of the International Medical Center.

◆ The nurse will escort you to the doctor and arrange for blood test, and/or other treatment as needed. Please follow the nurse during the visit.

◆ After visit, the nurse will guide you to the cashier and pharmacy and get medications as needed.

◆ If you need to be hospitalized, our nurse will help you complete the admission procedure and bring you to the inpatient department.

## ◆ 联络医生 Liaison Doctors

姓名	学科专业	专业技术职称	联系方式
任春红	消化内科	副主任医师	86-13414056812
黄文盛	神经内科	主治医师	
许烈鹏	神经外科	医师	86-754-88905268
杨晓寰	中医科	副主任医师	

### 1.Chunhong Ren, MD

Associate Professor of Medicine.

Board Certifications: Gastroenterology, Internal Medicine

On-call: 24 hours

Cell phone: 86-13414056812

### 2.Wensheng Huang, MD

Attending Physician

Board Certifications: Neurology, Internal Medicine

On-call: 24 hours

Cell phone: 86-13414056812

### 3.Liepeng Xu, MD

Resident

Board Certification: Neurosurgery

On-call: 24 hours

Cell phone: 86-13414056812

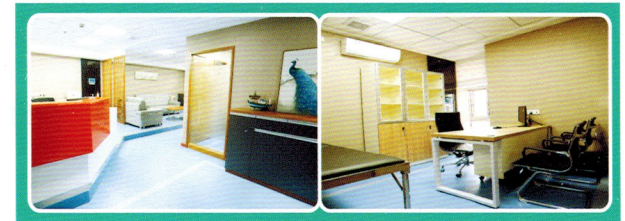
### 4.Xiaohuan Yang, MD, PhD

Associate Professor of Medicine

Board Certification: Traditional Chinese Medicine

On stand-by

Cell phone: 86-13414056812



门诊部 Outpatient Department