



汕 头 大 学 医 学 院
外 籍 员 工 手 册

HANDBOOK FOR FOREIGN FACULTY AND STAFF

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，希望能为您的工作和生活提供帮助。由学校相关部门制定的其他政策、程序和指南（比如聘任、续聘、晋升、教学和科研等方面），请咨询您所在部门、人事处、教务处或科研处。真诚祝愿您在汕头大学医学院工作、生活愉快！

We have prepared this Handbook to provide you with basic information about work and life at SUMC, Shantou. Please set aside some time to become familiar with this Handbook. There are additional policies, procedures and guidelines (including those related to appointments, reappointments, promotions, teaching and research work) formulated by specific departments at SUMC, which should be obtained by consulting your department head, Personnel Department, Teaching Department or Research Department. We sincerely wish you a happy stay at Shantou University Medical College (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 design 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工为中心的职业培训。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 所有外籍员工须遵守中国的法律、法规，不干预中国的内部事务。不鼓励外籍员工公开进行意识形态、社会制度等相关问题的讨论和宣扬。

All international employees 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 学院尊重外籍员工的民族风俗和宗教信仰，但不提供举行宗教仪式的场所，外籍员工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 employees, but will not provide places for holding religious ceremonies. International employees 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 不鼓励外籍员工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 employees 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。

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, foreigners 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.

3.6 宗教活动由当地政府宗教事务部门管理。如需进行宗教活动，请提前向学院对外合作交流处报备。

Religious activities should be subject to the management of the department of religious affairs of local government. And if there is going to be a religious activity, an application should be submitted to SUMC's International Office in advance.

参考资料：《中华人民共和国境内外国人宗教活动管理规定实施细则》，2000年9月26日国家宗教事务局令第1号

Reference: *Specific Implementation Details of the Management and Regulation of Activities Carried Out by Foreigners in Chinese Territory of the People's Republic of China*, Code No.1 Released by the State Administration of Religious Affairs on September 26th, 2000.

4. 入职程序 **PROCEDURES FOR NEWCOMERS**

4.1 新员工到校当天带齐有关材料（有效护照、Z字签证、其他材料见电子邮件的通知）到对外合作交流处报到，同时应到人事处办理其他入职手续。

New employees should report to the International Office on the day of arrival at SUMC bringing all relevant materials (valid passport, Z Visa, and other materials as notified by email). Meanwhile, you should contact the Department of Personnel to complete the other admission procedures.

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临时住宿登记、工作许可证、居留许可等手续，入职员工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, the International Office will notify the new employee by email of the procedures and requirements regarding temporary accommodation registration, work permit, residence permit and other formalities, and the new employee shall submit the required materials to the International Office by the specified deadline. Be sure to look out for the email notices.

注意：如需携带家属，须事先获得用人部门和人事处的书面同意，否则无法办理相关居留手续，家属需在签证有效期内离开中国。

Attention: If you need to bring your family member(s), you must obtain prior written approval from the employing department and the Department of Personnel. Otherwise, your family member(s) will not be eligible to apply for a residence permit,

and they shall leave China before visa expiration.

4.3 由用人单位为新员工提供入职培训、协助申请校园网账号、汕大邮箱、一卡通、中国银行账户（用于发放工资）、本地手机卡等，并将中行银行卡/存折和护照主页复印件各一份交至计财处和人事处。具体请参考后文“13.生活设施”部分的内容。

The employing department shall provide the new employee with orientation, and assist him/her in applying for a campus network account, a campus email account, a Campus Smart Card, a Bank of China account (for payroll purposes), a local SIM card, etc., and submit a photocopy of the Bank of China card/passbook and the main page of the passport each to the Department of Finance and the Department of Personnel. Please refer to the “13. Living Facilities” section for details.

5. 签证及居留许可 **VISA AND RESIDENCE PERMIT**

5.1 工作许可、签证、居留许可 **CHINESE WORK PERMIT, VISA AND RESIDENCE PERMIT**

（1）外籍员工首次持有效 Z 字签证（即工作签证）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。

The new employee 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.

（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 the International Office for timely registration renewal with the police station.

（3）如有续签合同、或需办理居留许可延期的员工，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 the International Office at least 45 days in advance, with the email subject being “your name + application for visa renewal”. The International Office will notify the specific requirements by reply to your email.

（4）提前离职者，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 your Contract with SUMC is to be terminated in advance, 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.

(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.

5.2 随行家属签证及居留许可 VISA AND RESIDENCE PERMIT FOR ACCOMPANYING FAMILY MEMBERS

(1) 如需携带随行家属（仅限配偶和 18 岁以下子女）到汕头居留，且事先获得用人单位和人事处的书面同意，随行家属持家属签证入境后，由对外合作交流处协助办理居留许可手续。

If you have accompanying family members (only spouse and children under 18-years old) to relocate to Shantou, you should obtain prior written approval from the employing department and the Department of Personnel. Then, your

accompanying family member(s) should come to China with a valid S1 Visa, and the International Office will assist them in applying for Residence Permit.

(2) 如在华期间生育小孩的, 且您的签证由对外合作交流处协助办理的, 则小孩的签证由对外合作交流处协助办理。否则, 小孩签证事宜自理。

If you or your wife give(s) birth to a baby during your stay in China and your visa is obtained with the assistance of the International Office, the International Office will assist your baby in visa affairs. Otherwise, you should look after it yourselves.

5.3 第三方签证 Third Country / Hong Kong / Macau / Taiwan Visa

(1) 学院不参与外籍员工申办其他国家签证和港澳台签注的手续。

You shall arrange visa formalities on your own. SUMC will not participate in any formalities of application for visa of other countries and Hong Kong, Macau and Taiwan for foreign faculty and staff.

(2) 如因公出差需要, 可向学院人事处申请在职证明、向计财处申请工资单。

You may apply to the Department of Personnel and Department of Finance for the Certificate of Employment and Payroll respectively if the documents are necessary for your business trip.

(3) 学院不翻译、不背书、不盖章任何非本院出具的文件, 如有需要, 可找专业机构“汕头公证处”, 请预留足够时间。

SUMC will not translate, endorse or stamp any document not issued by SUMC. If necessary, you may turn to a professional institution like “Shantou Notary Office”, and please reserve sufficient time.

汕头公证处 Shantou Notary Office

电话 Tel: (0754) 8846 0746

传真 Fax: (0754) 8817 9575

E-mail: gdstnp@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.

6. 休假请假 LEAVES OF ABSENCE

6.1 根据当地公安局要求, 学院所有外籍员工因假期或生病、个人和其他原因需离开汕头的, 必须事先完成《离校报告》并尽快提交至对外合作交流处, 但不得迟于离开当日, 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。否则, 有可能会影响您后续的签证延期手续。

According to the requirements of the local Public Security Bureau, all foreign faculty and staff must complete and submit the Leave Report Form as soon as possible to the International Office but no later than the day of departure, if you need to leave

Shantou for holiday, vacation, sick, personal or other miscellaneous reasons, and must report to the International Office your return to Shantou by email on the day of return. Otherwise, there might be an adverse effect to your subsequent residence permit renewal applications.

在您入职报到后，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 upon your initial arrival. Please download and save the form in case you need to use it.

6.2 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.

6.3 其他有关休假、请假的要求和规定，按合同及人事处规定执行。

For other requirements and regulations on leave of absence, please refer to your Contract with SUMC and HR's regulations.

7. 离职手续 **EMPLOYMENT SEPERATION PROCEDURES**

7.1 所有离职员工须在离校前到人事处及相应部门办理工作交接、办公用品移交、退宿、缴清费用、签证类型变更等手续。

The departing employee shall go through such formalities as work handover, office supplies handover, dormitory checkout, expenses settlement, and visa type change with Department of Personnel and other departments concerned before leaving SUMC.

7.2 提前离职者，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 your Contract with SUMC is to be terminated in advance, 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.

8. 保险 **INSURANCE**

学院为所有持工作签证的外籍员工购买团体住院医疗保险和意外险，您将会领取到保险卡和手册，以及负责意外险的经理的信息，请务必仔细阅读妥善保管。如需申请住院医疗保险赔偿的，

请按手册的指引自行办理。如需申请意外险赔偿的，请自行联系保险经理。如有语言障碍，请您所工作的教研室/实验室/部门协助申请。

SUMC purchases group hospitalization medical insurance and accident insurance for all the foreign employees who hold a work visa. You will receive a card & manual for group hospitalization medical insurance and information on the managers responsible for accident insurance. Be sure to carefully read and properly keep the materials. When necessary, you personally apply for an indemnity under hospitalization medical insurance as instructed in the manual, and apply for an indemnity under accident insurance by contacting the insurance managers yourself. If you encounter any language barrier, please request assistance from your department or laboratory.

9. 住宿 ACCOMMODATION

9.1 钥匙 KEYS

请务必保管好自己的钥匙，学校没有备用钥匙。

Please take good care of your keys. SUMC does not have backup keys.

9.2 水电费 UTILITY

水电费将逐月从您的工资里扣除，扣款时间为每月发工资日。

Each apartment's electricity and water expenses will be taken from the occupant's salary on payday each month.

9.3 学校公共财产 PUBLIC PROPERTY

公寓所配家具电器均为学校所有。请勿擅自将物品拿出本公寓或与他人调换物品。入住时，请签收家具验收登记表。家具损坏或丢失，需按价赔偿。

Property in the apartment should not be taken out or lent to other people. Compensation for damage or loss of university property will be required. At the time of your initial arrival and final departure from the campus, an inventory of apartment furnishings will be gone over with the receptionist and requires your signature for confirmation. All things borrowed must be returned to STU/SUMC before leaving.

9.4 维修 REPAIRS

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).

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. For urgent cases, please call [86502369](tel:86502369) or [86502489](tel:86502489) (for water/electricity maintenance) or [86502490](tel:86502490) (for other repairs).

汕头大学网上保修系统 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>

9.5 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.

若家庭成员来访，需在公寓留宿，请先与医学院对外合作交流处联系。

If visitors are immediate family members, you need to register them at the International Office before they may stay overnight in your apartment.

10. 因公出差规定 POLICIES ON BUSINESS TRIP

所有外籍员工因公出差前，须按学院规定完成院内报批手续，由出访人所工作的教研室/实验室/部门协助完成相关手续。由于规定时常有变动，请务必在每次出访前提前至少一个月登陆以下网址下载最新的《汕头大学医学院外籍员工因公出差程序》及相关表格，并按要求完成手续：

<http://www.med.stu.edu.cn/list-669.html>。

Before going on a business trip, all international faculty and staff shall complete the internal approval formalities required by SUMC. Your laboratory / department should provide assistance in completing the formalities. As regulations may change, please be sure to download the latest *SUMC Business Trip Procedures for Foreign Faculty and Staff* and related forms at the following URL at least one month ahead and complete the procedures as required for every business trip:

<http://www.med.stu.edu.cn/list-669.html>.

11. 院内通知 INTERNAL NOTICES

学院各行政部门会在“医学院信息化办公系统”（<http://int.med.stu.edu.cn/index.asp>，目前仅有中文版）发布通知，对外合作交流处会在以下网址用英文发布或转发院内的一般性通知：<http://www.med.stu.edu.cn/list-1198.html>。请保存网址并定期查阅，有关科研和教学的通知将分别由科研处和教务处发布。

Administrative departments of SUMC post notices on the “SUMC Office Automation System” (<http://int.med.stu.edu.cn/index.asp>, Chinese version only), while International Office will forward general notices of SUMC in English on this webpage <http://www.med.stu.edu.cn/list-1198.html>. Please save this URL and check it regularly. Notices specifically related to research or teaching will be disseminated by the Research Department or Teaching Department respectively.

12. 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

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

sumcinternational@stu.edu.cn

13. 生活设施 LIVING FACILITIES

13.1 一卡通 CAMPUS SMART CARD (YI KA TONG)

请携带您的护照复印件和医学院党政办公室签发的证明原件，到大学本部邮局附近的网络与信息中心申请校园一卡通。申请时，网络中心将对您进行照片采集，同时您须支付 30 元购卡。由您所工作的教研室/实验室/部门协助申请。如有疑问，可致电 [86503400-2](tel:86503400-2) 咨询。网址：

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

You may go to the STU Network Centre which is located near the Post Office on STU campus, and apply for a Campus Smart Card with a certification issued by SUMC Dean's Office and a photocopy of your passport. You need to take a photo at the Network Centre and pay RMB30 Yuan for the card. Your laboratory / department should assist you with the application. For inquiries about Campus Smart Card, you can consult Network Information Center, Email: 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).

13.2 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

13.3 邮电服务 **TELECOMMUNICATION**

1) 邮政 **MAIL**

您的收信地址如下：

中国广东省汕头市新陵路 22 号汕头大学医学院 *你所在部门名称*

邮编：515041

联系电话：*您的手机号码或办公电话*

Your Name

C/o Name of Your Department

Shantou University Medical College

No.22 Xinling Road, Shantou 515041

Guangdong

P.R. China

Contact number: *your mobile number or office telephone number*

注意：斜体部分须更改为您的信息

Note: The Italic parts should be your information.

大学本部校内有一所邮局，信件、特快专递及包裹的邮寄都可以在此办理。寄出的平信可投入邮局外的邮筒。

There is China Post Office on STU campus, where you can find mail services, express delivery and parcel services. Outgoing mail can be dropped into the green mailbox across from the Post Office.

2) 电话及手机卡 TELEPHONE AND SIM CARD

在汕医校内用固定电话拨打本地电话，请先拨“9”。

To make a local call from a landline telephone on SUMC Campus, dial "9" first.

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 is a China Mobile outlet we highly recommend.

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

全国客服热线 24-Hour Customer Services Hotline: 10086

可搭乘 53、10、12、20 路公交车。

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

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 E-MAIL

互联网在校园内广泛使用，公寓内有接口。无论在大学本部或汕医校区，若要连接外网，均须申请账户，在入职时由所在部门协助向网络中心申请。

Internet is widely available on campus. There is 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. Please ask your department to apply for an account for you.

使用汕医上网账号登陆后，在汕医校区可免费使用网络。

After logon with a User Account, you can use the external network for free on SUMC campus.

在大学本部如要链接外网，须缴纳费用。网络套餐最低费用为每个月 9 元。可通过网站 <http://netpay.stu.edu.cn> 预订一个月、几个月或者一年的网络套餐，费用将逐月从您的一卡通里扣除。此上网账户也是您的大学电邮账号。

It's chargeable to use the external network on STU campus. The minimum monthly basic expense is 9 Yuan. Internet can be paid via <http://netpay.stu.edu.cn> either monthly, or a few months or one year's prepaid, only if there has enough money in your Campus Smart card. The fee would be deducted from your Campus Smart Card each month. This account is your campus email account.

13.4 图书馆 LIBRARY

大学本部和汕医校区各有一个图书馆。使用图书馆时，应事先办理一卡通和借书权限。请带一卡通和合同到汕医图书馆办理借书权限。如需帮助，请您所工作的教研室/实验室/部门协助办理。

There is one library on STU and SUMC campuses respectively. A Campus Smart Card is needed for access to the libraries. Please bring your Campus Smart Card and contract to SUMC Library to apply for permission to borrow books. When necessary, your laboratory / department shall assist you with the application.

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 3rd 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：

汕头图书馆：<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>

13.5 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 an outdoor swimming pool. 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 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: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?templateid=1&templateid=3&docid=14584>

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

如有疑问, 可咨询汕大体育园, 电话: 86505186 或 86505195

For any inquiries, you can call the Sports Park at 86505186 or 86505195.

以上设施在寒暑假及国家法定节假日的开放时间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/>.

在汕医校区有室内健身综合馆，位于教学楼楼下，向教职工开放的时间为每周一、三、五 18:00-22:00。

There is a gymnasium on SUMC Campus located downstairs of the Teaching Building. Opening hours for faculty and staff are 6:00pm-10:00pm on Mondays, Wednesdays and Fridays.

13.6 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，请查阅您个人的住院医疗保险条款。

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

请看附件宣传册，了解更多详情。

For more details, please refer to the attached Booklet.

注意：所有医疗费用由您本人支付。

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

13.7 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 2nd 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

(1) 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.

(2) 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.

(3) 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

(1) 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.

(2) 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.

(3) 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.

14. 安全服务 SAFETY SERVICES

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,告诉人们您是汕医的外籍老师,请您附近的人或同事提供帮助并协助报警,以得到及时的救援。

In case of accidents, please tell the people nearby that you are a foreign teacher of SUMC and ask them or call your colleagues 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.

15. 交通 TRANSPORTATION

15.1 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 update to date shuttle timetable at the "Internal Notices of SUMC" <http://www.med.stu.edu.cn/list-1198.html>.

15.2 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.

15.3 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.

16. 其他 OTHER REMINDER

注意：本手册可能有改动，请以对外合作交流处发布的最新电子版本为准，下载地址：<http://www.med.stu.edu.cn/list-1141.html>。

NOTE: This handbook is subject to change. The latest electronic version published by the International Office at the following URL shall prevail: <http://www.med.stu.edu.cn/list-1141.html>.

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