



**FACULTY OF ARTS
ADVANCED RESEARCH PROGRAM
AT SHANTOU UNIVERSITY
CHINA**

**STUDENT GUIDE
MAY 2020**



May 2020 Edition

This student guide contains essential information for the Faculty of Arts Advanced Research Program at Shantou University. It is divided into five (5) sections: Pre-departure Steps, Departure Date, While in China & Program Details, and Upon Return.

PRE-DEPARTURE STEPS

Once you confirm your acceptance to the program, follow these steps:

- ✓ **STEP 1: SUBMIT THE AWARD FORMS by MARCH 16, 2020** – The following forms are emailed to you concurrently with the offer email sent to you in February:

- *Activity Student Acceptance Form*
- *Faculty of Arts Li Ka Shing Award*
- *LKS Consent Form*
- *Medical & Dietary Information*

Carefully read, complete and sign all the forms; then, scan and email to: shantou.arts@mcgill.ca

Students should use the following file-name format: `firstname.lastname_advancedresearch.pdf`

- ✓ **STEP 2: PREPARE RESEARCH TOPIC.** You submitted a draft proposal of your research paper at the time of application for this program. Now is the time to expand your outline and research methods. If you are working with human participants, animals, or will be dealing with radioactive or biohazardous materials, proper certification must be obtained before research may begin. McGill follows strict research integrity standards. In this case, you are responsible to get approval for your research from Research Ethics Board Office (REBs) before leaving for China. The whole process may take up to three months thus you should start the process once you are accepted by Advanced Research Program. For more information, please refer to: <https://mcgill.ca/research/research/compliance/human/reb-i-ii-iii>

- Accepted students are advised to meet with Professor Buckley to discuss the appropriate McGill special topics or research course for this project.
- Contact Professor Buckley for an appointment: Philip.buckley@mcgill.ca

- ✓ **STEP 3: REGISTER FOR THE MCGILL COURSE.** Professor Buckley will advise you of the course number to register. The term can be Summer 2020, or in the 2020/21 academic year.

- Consult the registration schedule for Summer 2020 or Fall & Winter 2020/21: www.mcgill.ca/importantdates/
- Register by the dates indicated

- ✓ **STEP 4: APPLY FOR THE CHINESE VISA** – Apply directly to the Chinese Visa Application Service Center, 2000 Mansfield, Suite 700, Montreal; https://bio.visaforchina.org/MTL2_EN/. You will need:

- An original Letter of Invitation from Shantou University passport-size photo
- cash or debit card to pay for the application fee
- your passport - which should be valid for a minimum of six months after the end of the program; so, at least **until January 2021**
- a photocopy of your passport information page

Students are responsible for acquiring the Visa in time for the beginning of the program. **Once you have your visa, scan and send copy of it to: shantou.arts@mcgill.ca**

- ✓ **STEP 5 (OPTIONAL): SELECT AN EXTENDED RETURN DATE** – All students will leave as a group from Montreal to Shantou on a default date (no exceptions are permitted), and there will be a default return date for the whole group. If you wish to stay longer in China for a valid reason after the program at Shantou University ends, it may be possible as long as you are ready and able to cover all the expenses of your extended stay; included but not limited to, visa extension, accommodations, living expenses and additional airfare cost. For example, if your changed airfare is higher than the cost of our group rate you will be fully responsible for this difference which must be paid directly to the Travel agent.
 - If you decide to extend your stay in China after the end date of the program, you are required to **write a TRAVEL PLAN** to Shantou.arts@mcgill.ca, to explain your valid reason and travel plan, including the destinations, your accompany and the funding source of your travel.
 - You can select a return ticket from China to Canadian gateway cities of Montreal, Toronto or Vancouver only, and you must leave from one of the following Chinese cities: Beijing, Shanghai, Shantou, or Hong Kong. If selecting to not fly back to Canada, the return ticket is not covered by the program.
 - Deadline to make the request is MARCH 23, 2020.

- ✓ **STEP 6: ATTEND MANDATORY PRE-DEPARTURE ORIENTATION** – Interactive general and Shantou University-specific sessions are included.
 - Details and Registration on <https://www.mcgill.ca/mcgillabroad/events>

- ✓ **STEP 7: COMPLETE THE MINERVA DIRECT DEPOSIT BANK ACCOUNT FORM** – This program includes a living allowance which is directly deposited to your bank account. Register your banking information on the Minerva direct deposit form.
 - Log into Minerva, go to Student Accounts Menu, select Direct Deposit Bank Account and fill in the required fields. If you need the transit and institution numbers, check your bank's website.
 - This banking information must be Canadian.
 - Complete this form by April 13, 2020. *If you fail to do this in time, the money cannot be transferred.*

- ✓ **STEP 8: COMPLETE THE MINERVA TRAVEL REGISTRY FORM** – A group activity on the Travel Registry Form will be created for the entire Advanced Research group. You will be sent an email with instructions.
 - Complete this form by April 13, 2020.

- ✓ **STEP 8: HEALTH & SAFETY**
 - Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc. The Faculty of Arts' Li Ka Shing Initiative cannot guarantee your safety in the host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Students are encouraged to discuss potential risks with their family prior to applying.

- Students must ensure that they are physically and mentally capable of successfully completing the program in the host country. The Faculty of Arts' Li Ka Shing Initiative may request a doctor's attestation that a student is sufficiently healthy to complete the program.

✓ **STEP 10: TRAVEL INSURANCE** At the Shantou University campus health clinic, you are required to pay cash for medical services and medication up front. It is then your responsibility to request reimbursement through your insurance provider. You are also required to have sufficient travel medical insurance to cover emergency hospital, medical care and evacuation. Contact your insurance provider directly to verify your coverage.

- Undergraduate students: consult ssmu.ca/resources/health-and-dental-plan/
- Graduate students: consult pgss.mcgill.ca/en/health-and-dental-plan

DEPARTURE DATE: MAY 1, 2020

- ✓ **AIRPORT TRANSPORTATION AND ARRIVAL TIME** – You are responsible for the transportation to (and from) the Montréal Trudeau Airport for your flights. You are expected to arrive at the airport at least 2 hours prior to the departure time to meet the entire group – time to be confirmed.
- ✓ **CHINESE RMBs** – It is advisable that you have about 1,000 RMB cash with you.
- ✓ **GIFTS** – In keeping with Chinese tradition, buy a small gift (up to \$10) to present to your student language buddy. A Canadian or Québec souvenir is a good idea. Be sure to gift wrap it.

WHILE IN CHINA & PROGRAM DETAILS

ATTENDANCE IN ALL ACTIVITIES DURING THE FULL LENGTH OF THE PROGRAM IS REQUIRED.

- ✓ **ARRIVAL & ACCOMMODATIONS** – Upon arrival to Jieyang Chaoshan Airport you will be greeted by Shantou University students and shuttled to the campus. Your accommodations will be arranged within the campus.
- ✓ **ADVANCED RESEARCH PROGRAM:** Supervision will be provided by a McGill faculty member and a Shantou faculty member.
- ✓ **CULTURAL ACTIVITIES** – The cultural activities during the weekday afternoons may include the following activities: calligraphy, opera, learning Chinese songs or playing Chinese musical instruments, traditional Chinese dance, Taijiquan and participating in Shantou University students' events. Frequent trips to local markets and other places will offer students occasions to apply their language skills in real life situations through interacting with the locals. The planned weekend excursions to cultural venues and historical sites – such as Chaozhou, Xiamen and Nan'ao Island – aim to enrich the overall cultural and linguistic experience for the students.

- ✓ **AMBASSADORS** – As ambassadors of McGill University you are expected to act in a polite, responsible and appropriate manner throughout the program. It is also important to respect the Chinese traditions and customs, be mindful of public behavior and dress and observe the laws and regulations while in China. Should you have any questions or concerns, consult Mr, Bill Wang – the accompanying McGill faculty member in his role as supervisor and adviser to the McGill group.

- ✓ **MEALS & FOOD** – There are several canteens on the campus where you can buy prepared meals using the STU smart card. There is also the popular “East Gate” where locals operate shops and small restaurants; only cash is accepted. Several group meals are planned, usually during the weekend trips.

- ✓ **PRACTICAL TIPS:**
 - Money and banking: RMB cash is the most acceptable method of payment. There is Bank of China on the Shantou University campus that accept some foreign bank debit and credit cards. The most reliable way to get money is to use cards linked to an international network. There are restrictions on how much money you can withdraw at one time or in one day so it is a good idea to plan ahead.
 - Clothes: May in Shantou can be humid and wet so be sure to pack enough light clothes to change into a couple times per day. Also pack an umbrella or raincoat and insect repellent.

- ✓ **SHANTOU AND SHANTOU UNIVERSITY** – Situated in the southeastern corner of China, Shantou is a coastal city with important open-to-the-world harbors for both Guangdong province and China. Its history steep back to the 19th century when it was established as one of the treaty ports for Western trade and contact. Shantou is one of the five Special Economic Zones in China. It has a total area of 2,064 square kilometers with a population of 5,271,100.
 - Shantou and China resources:
 1. Government of Canada’s Travel and tourism: <http://travel.gc.ca/destinations/china>
 2. The People’s Government of Shantou City: <http://english.shantou.gov.cn/>
 - Shantou University was founded in 1981 with the approval of the State Council. It is a comprehensive university under the "211 Project" in the Guangdong Province. It was co-developed by the Ministry of Education, the People’s Government of the Guangdong Province and the Li Ka Shing Foundation and is the only public university in China which is strongly supported by a private foundation — the Li Ka Shing Foundation.. Address: 243 Daxue Road, Jinping Qu, Shantou, Guangdong, China; postal code 515063

- ✓ **FACULTY OF ARTS LI KA SHING FINANCES** – This program is supported by the McGill University Faculty of Arts Li Ka Shing Initiative.

MAY 2018 EDITION COSTS – supersedes all previous years information	
<i>McGill LKS Initiative covers:</i>	<i>Not covered (students responsible for):</i>
Airfare (Return Montreal/Shantou) *	Transportation to/from Montreal Trudeau airport
Accommodation at Shantou University	Chinese visa application fee
Planned group activities and excursions	Health and travel Insurance
Internet and library access	Vaccinations and medication costs
Shantou airport shuttles	Personal expenses, including individual meals
Planned group meals and banquets	Shanghai airport shuttles, if required
STU Smart Card (500 RMB start-up funds added)	Replacement cost of STU Smart Card

Living allowance stipend of \$500 CAD to help you cover costs such as visa fee, Montreal airport shuttle, own meals. **	Local travel, as required
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* The Montreal/Shantou roundtrip air ticket is purchased by McGill.

** \$450 given in advance of trip; \$50 upon submission of expense report and original boarding passes, experience report and photos.

UPON RETURN

THE FOLLOWING DOCUMENTS ARE REQUIRED; OTHERWISE,

✓ **EXPERIENCE REPORT & PHOTOS:**

- Experience report – write a 500-750 word report and send it to shantou.arts@mcgill.ca. Deadline is two weeks after the end date of program. Use the following guidelines to assist you:\
 1. Background information about yourself, field of study, and areas of interest.
 2. Reasons for participating in this research program.
 3. Were you able to execute your research as planned?
 4. What were some of the highlights of the program? Give an example.
 5. How do you think the research program has or will shape your future career and education path? Highlight the impact that this award had on you.
 6. What suggestions do you have for improving the program for future participants?

NOTE: Your report may be published for internal and external promotional purposes. If you would like to include information that you do not want to have published online, please add it in a separate paragraph at the end of your report marked “Private”. We will consider this information without making it public.

- Photos – submit 3 photos to shantou.arts@mcgill.ca which may be used for publicity or reporting purposes based on the following guidelines:
 - Write short captions for each photo in a Word document.
 - Should not include children.
 - No selfie.
 - Should include some aspect of your professional/academic environment.
 - Should be a high-quality jpeg image.
 - Minimum of 3 and maximum of 10
 - Deadline is two weeks after the end date of program.

QUESTIONS

Should you have any questions, contact Katherine Kuang, Administrative Assistant.

- In person: Leacock Building Room 313, 855 Sherbrooke St West
- By email: shantou.arts@mcgill.ca / kunyao.kuang@mcgill.ca

EMERGENCY CONTACT

Should you or your parents need to reach Mr. Bill Wang, he can be reached by:

- Mobile telephone in China: 011-86-158-1146-9930
- Email: renzhong.wang@mcgill.ca

NOTE: Given the 12-hour time difference between Montreal and China, his emailed response may be delayed to the next day.