FACULTY OF ARTS
INTENSIVE CHINESE LANGUAGE PROGRAM
AT SHANTOU UNIVERSITY
CHINA

STUDENT GUIDE
MAY 2019

May 2019 Edition
This student guide contains essential information for the Faculty of Arts Intensive Chinese Language 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 1, 2019** – The following forms are emailed to you concurrently with the offer email sent to you in February:

  - Activity Student Acceptance Form
  - Arts ICL Award
  - LKS Consent
  - Medical & Dietary Information

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

✔ **STEP 2: APPLY FOR STUDY AWAY PERMISSION by MARCH 1, 2019.** All students who wish to take a summer course for credit outside of McGill must be granted permission.

  - Bachelor of Arts students: apply to Faculty of Arts OASIS according to instructions on https://mcgill.ca/oasis/away/indie/how-apply
  - Bachelor of Arts & Science students: apply to Faculty of Science according to instructions on www.mcgill.ca/science/student/general/studyaway/summerstudies/

✔ **STEP 3: APPLY FOR THE CHINESE VISA** – Apply directly to the Chinese Visa Application Service Center, 2000 Mansfield, Suite 700, Montreal; www.visaforchina.org/YVR_EN/. You will need:

  - An original Letter of Invitation from Shantou University – which will be given to you in early March
  - 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 2020
  - a photocopy of your passport information page
  - Apply by MARCH 15, 2019

Once you have your visa, scan and send copy of it to: shantou.arts@mcgill.ca by MARCH 22, 2019.

✔ **STEP 4 (OPTIONAL): SELECT AN EXTENDED RETURN DATE** – *The default return date for the group is Saturday, June 1, 2019.* 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 (June 1, 2019), you are required to write a TRAVEL PLAN to Administrative Assistant at Shantou.arts@mcgill.ca, to explain your valid reason and travel plan, including the destinations, your accompany and the funding source of your travel.

Only if you want to ask for a different return date you must write to Ms Grace Fowler, House of Travel, grace@maisondevoyages.ca, to ask for a different return date. Please copy Shantou.arts@mcgill.ca.

You can select a return ticket from China to Canadian gateway cities of Montreal, Toronto or Vancouver only.

Deadline to send email is MARCH 20.

✔ STEP 5: ATTEND MANDATORY PRE-DEPARTURE ORIENTATION – Interactive general and Shantou University-specific sessions are included.

Details and Registration on www.mcgill.ca/students/international/goabroad/predeparture

✔ STEP 6: 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 11, 2019. If you fail to do this in time, the money cannot be transferred.

✔ STEP 7: COMPLETE THE MINERVA TRAVEL REGISTRY FORM – Register your study away activity on the Minerva travel registry form. Once your study away request is approved and is officially coded on your McGill record, an email will be sent to you with instructions.

- Log into Minerva, go to Student Records Menu, select Travel Registry and fill in the fields.
- Complete this form by APRIL 11, 2019.

✔ STEP 8: MEDICAL NOTE, VACCINATIONS & MEDICATIONS

- A MEDICAL NOTE from your doctor is required to prove that your health condition is fit to travel to Shantou, China for one month. Please send the scanned note to shantou.arts@mcgill.ca.
- It is also your responsibility to inform yourself of recommended vaccinations for China and to leave yourself enough time for this process. If you take prescription drugs, ensure you take a sufficient supply to last the duration of the program.

✔ STEP 9: 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/
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.

CHINESE LANGUAGE PROGRAM – The Intensive Chinese Language Program at Shantou University is intended to provide an immersion setting at both the micro and macro levels for the participants to enhance their overall Chinese skills with a special focus on communicative abilities using the target language. Students are expected to take full advantage of the Chinese language and cultural environment for the purpose of learning Chinese language and culture. Classes are held during the weekday mornings; one-on-one or group tutorial sessions or local activities are held during the weekday afternoons.

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 Professor 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.

DEPARTURE DATE: THURSDAY, MAY 2, 2019
✔ 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 card. 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 repellant.

✔ 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 steeps 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:

- 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.
  1. The McGill Arts Li Ka Shing Intensive Chinese Language Program is coordinated with Shantou University’s Chinese Language Centre.
  2. 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.

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<tr>
<th>MAY 2019 EDITION COSTS – supersedes all previous years information</th>
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<td><strong>McGill LKS Initiative covers:</strong></td>
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<tr>
<td>Airfare (Return Montreal/Shantou) *</td>
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<tr>
<td>Accommodation at Shantou University</td>
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<tr>
<td>Shantou University registration, tuition and course material fees</td>
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<tr>
<td>Planned group activities and excursions</td>
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<td>Internet and library access</td>
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<tr>
<td>Shantou airport shuttles</td>
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<td>Planned group meals and banquets</td>
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<td>STU Smart Card (500 RMB start-up funds added)</td>
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<tr>
<td>Living allowance stipend of $500 CAD to help you cover costs such as visa fee, Montreal airport shuttle, own meals, **</td>
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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.
THE FOLLOWING DOCUMENTS ARE REQUIRED; OTHERWISE, YOU MAY BE RESPONSIBLE TO REIMBURSE THE FULL PROGRAM COSTS

✔ EXPERIENCE REPORT & PHOTOS:

- Experience report – write a 500-word report and send it to shantou.arts@mcgill.ca. Use the following guidelines to assist you:
  - Give the reader some background information about yourself, field of study, and areas of interest.
  - Tell the reader why you wanted to participate in this language program.
  - Did you have learning objectives and were they met?
  - What were some of the highlights of the program? Give some examples.
  - What were some of the challenges that you encountered? How did you overcome them?
  - What suggestions do you have for improving the program for future participants?
- Deadline is JUNE 15.

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 photos from the program to shantou.arts@mcgill.ca which may be used for publicity or reporting purposes based on the following guidelines:
  - Minimum of 5 and maximum of 10
  - JPG format
  - Write a short caption about each photo
  - Deadline is JUNE 15

✔ BOARDING PASSES – Mail the original, used airline boarding passes by JUNE 15 to:

- MCGILL UNIVERSITY
  688 SHERBROOKE STREET WEST, SUITE 0425
  MONTREAL, QC, H3A 3R1
  ATTENTION: LKS INITIATIVES/ADMINISTRATIVE ASSISTANT

- The boarding passes are required to complete your expense report.

✔ EXPENSE REPORT – Your airfare is purchased by a travel advance that must be reconciled with an expense report due within 30 days following the return date of the trip.
• A personalized expense report will be sent to you McGill email address in June
• Sign and return to report to Shantou.arts@mcgill.ca
• You are responsible for this expense report
• Deadline is JUNE 30, 2019

QUESTIONS

Should you have any questions, contact Katherine Kuang, Administrative Assistant.
• In person: 688 Sherbrooke West, Suite 469
• By email: shantou.arts@mcgill.ca / kunyao.kuang@mcgill.ca

EMERGENCY CONTACT

Should you or your parents need to reach Prof. 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.