



廈門大學校際交換生專案手冊  
Xiamen University  
Handbook for Exchange Programs

**基本資訊/Contact Information**

| 學校名稱/Name of University                                   | 廈門大學/Xiamen University(XMU)   |
|---|---|
| 通訊地址/Mailing address                                      | 中國 福建省<br>廈門市思明南路 422 號<br>廈門大學嘉庚 3-8 樓 國際處/臺港澳辦 361005<br>Office of International Cooperation and Exchange/<br>Office of Taiwan, Hongkong and Macau Affairs,<br>8/F, Jiageng 3 Bldg, Xiamen University,<br>No.422, South Siming Road, Xiamen, Fujian, P.R.China<br>Zip code:361005   |
| 相關單位<br>Office in charge of incoming<br>exchange programs | 國際處交流科/Exchange Section of International Office<br>港澳臺辦/ Office of Taiwan, Hongkong and Macau Affairs<br>招生辦/Admissions Office<br>國際處海外學生事務科/Overseas Students Affairs Office   |
| 聯繫方式/Contact Way  | 郵箱/Email<br><a href="mailto:zzy802@xmu.edu.cn">zzy802@xmu.edu.cn</a> (美洲、亞洲/America, Asia)<br><a href="mailto:lsw@xmu.edu.cn">lsw@xmu.edu.cn</a> (歐洲、大洋洲/Europe, Oceania)<br><a href="mailto:hxy@xmu.edu.cn">hxy@xmu.edu.cn</a> (臺港澳地區/Taiwan, Hongkong and Macau)<br><a href="mailto:osao@xmu.edu.cn">osao@xmu.edu.cn</a> (註冊與簽證/Registration and Visa Issues) |
|   | 電話/Tel<br>+86-592-2186167 (美洲、亞洲/America, Asia)<br>+86-592-2186237 (歐洲、大洋洲/Europe, Oceania)<br>+86-592-2187522 (臺港澳地區/Taiwan, Hongkong and Macau)<br>+86-0592-2183606 (註冊與簽證/Registration and Visa Issues)  |
|   | 傳真/Fax<br>+86-592-2183663   |

|   |  |  |
|---|--|--|
| <b>網站詳情</b><br>Website for exchange-related information | 招生及錄取<br>Admissions & Enrollments                | <a href="http://admissions.xmu.edu.cn">http:// admissions.xmu.edu.cn</a> |
|   | 綜合事務及證件<br>General Administration & Visa Service | <a href="http://ice.xmu.edu.cn">http://ice.xmu.edu.cn</a>                |

### 申請辦法/ Application Information

|   |   |
|---|---|
| <b>申請原則</b><br>Application Policy                                 | 凡符合兩校協議規定的，均可在申請受理期內按程式向我校申請。<br>Application eligibilities are subject to MoUs signed between XMU and the sending university and shall be submitted in accordance with application procedures released by XMU.  |
| <b>交換期限</b><br>Exchange Duration                                  | 一學期(約 6 個月) 或一學年(約 10 個月)<br>1 semester(≤6months);1 academic year(≤10months)  |
| <b>申請程式</b><br>Application Procedures                             | <p>首先：申請並通過派遣學校的選拔和推薦<br/>         Step1:Apply and get nominated by the sending university</p> <p>其次：根據我校要求完成網上報名<br/>         Step2:Complete the online application at <a href="http://admissions.xmu.edu.cn">admissions.xmu.edu.cn</a></p> <p>再次：根據我校要求完成紙質版材料寄送<br/>         Step3:Submit hardcopies of requisite materials to XMU International Office</p> <p>最後：通過我校招生辦審核並獲得錄取通知書<br/>         Step4:Get Admission Letter sent by XMU Admissions Office after evaluation</p> |
|   | <p>網上報名方式詳見我校招生辦網站<br/>         (<a href="http://admissions.xmu.edu.cn/en/clist/71.html">http://admissions.xmu.edu.cn/en/clist/71.html</a> “招生簡章”)，或通過派遣學校相關單位與我校國際處校際交換專案聯絡員取得聯繫。</p> <p>Please refer to <a href="http://admissions.xmu.edu.cn/en/clist/71.html">http://admissions.xmu.edu.cn/en/clist/71.html</a> “How to apply” or get connected with XMU program coordinator via the sending university.</p>  |
| <b>申請材料</b><br><b>(入学资格)</b><br>Materials/Qualifications required | 詳見我校招生辦網站資訊<br>( <a href="http://admissions.xmu.edu.cn/liuxuesheng/">http://admissions.xmu.edu.cn/liuxuesheng/</a> “招生簡章”)  |
|   | Please refer to <a href="http://admissions.xmu.edu.cn">http:// admissions.xmu.edu.cn</a> “How to apply” for details.  |

|   |   |
|---|---|
| <p>申請受理時間<br/>Application Deadline</p>                          | <p>春季入學：每年 12 月 15 日 (紙質材料送達截止時間，網路申請 12 月 1 日)<br/>秋季入學：每年 6 月 15 日 (紙質材料送達截止時間，網路申請 6 月 1 日)<br/>Spring Intake: *December 15<sup>th</sup><br/>Autumn Intake: *June 15<sup>th</sup><br/><b>*Deadlines for the arrival of hardcopy materials. The on-line application will close 15 days earlier.</b></p>   |
| <p>申請辦法/ Application Information</p>                            |   |
| <p>專案費用<br/>Expense related</p>                                 | <p>校際交換生免除報名費；<br/>學費、校內住宿費用按照協議進行收取或免除；<br/>學生個人自行承擔交換期間生活費及相應開支(如交通費用)，我校按協議要求發放生活費補貼(如有)<br/>其他費用問題請諮詢專案聯絡員或學校財務部門。<br/>Registration fee: exempt<br/>Tuition fee and accommodation expense: subject to MoUs between universities<br/>Living expenses: covered by students (subsidy will be provided, if there is any, in accordance with MoUs between universities)<br/>Other expenses: subject to MoUs between universities and XMU university financial policies</p>   |
| <p>專業選擇上應注意<br/>Special attention for choosing target major</p> | <p>針對無漢語基礎的交換生，專業選擇上建議：<br/>1. 如學術能力條件符合，可申請全英文授課課程。學科及課程專案參見招生辦網站。<br/><a href="http://admissions.xmu.edu.cn/en/clist/74.html">http://admissions.xmu.edu.cn/en/clist/74.html</a><br/>2. 申請海外教育學院全程漢語言進修課程。<br/>Applicants with no command of Chinese are advised to choose the major from/on:<br/>1.English Taught Programs(link attached as below) if their education back ground allows<br/><a href="http://admissions.xmu.edu.cn/en/clist/74.html">http://admissions.xmu.edu.cn/en/clist/74.html</a><br/>2.An intensive language study program called <i>Chinese as a Foreign Language</i> in Overseas Education College(OEC)</p> |

對於有意選修我校“中文專業”課程的申請者，請特別注意：

1. 我校共有 2 個學院提供所謂“中文專業課程”，分別為海外教育學院“漢語言”進修課程和人文學院“漢語言文學”專業課程。
2. 上述兩類課程的區別為：海外教育學院“漢語言”進修課程針對零基礎或需要強化漢語能力之語言學習人士開設，同時教授中國文化、對外經貿等相關課程；人文學院“漢語言文學”專業課程為主要面向中國學生開設的學位課程，全程中文授課(要求 HSK5-6)，並非以語言培訓為主。

Regarding applicants who would like to choose Chinese as their major, please be aware of the mentioned-below:

1. *Chinese as a Foreign Language* is a program taught in Overseas Education College for foreigners with no requirement in Chinese proficiency(HSK certificate or equivalent), which focuses on Chinese language training and Chinese culture.
2. *Chinese Literature* is a program taught in School of Humanities with a requirement in Chinese proficiency. An HSK5/HSK6 certificate or equivalent accreditation is supposed to be provided during the application. The program is open mainly to Chinese students and offers degree courses.

### 申請辦法/ Application Information

延長及期限變更申請  
Exchange extension  
And others related

1. 交換期限如若需辦理延長者(一學期延至一學年)，應在原定交換期限到期前提前(至少)30 天向派遣學校相關部門提出書面申請，我校國際處/臺港澳辦交換生項目組將在收到派遣學校核准將申請人書面材料及同意函後及時受理並回饋申請結果。
2. 交換期限如若需辦理縮短者，應在離境前 15 天內向派遣學校相關部門提出書面申請，我校國際處/臺港澳辦交換生項目組將在收到派遣學校核准將申請人書面材料及同意函後及時受理並回饋申請結果。

1. Personal applications for study extension shall be submitted to the office-in-charge of the sending university (at least) 30 days in advance before the end of the exchange period. Then XMU International Office/Office of Taiwan, Hongkong & Macau Affairs will proceed and respond to the application as soon as the documents of the personal application and official approval from the sending university are received.
2. Personal applications for study suspension/withdrawal in the exchange duration shall be submitted to the office-in-charge of the sending university (at least) 15 days in advance before the scheduled departure from China. Then XMU International Office/Office of Taiwan, Hongkong & Macau Affairs will proceed and respond to the application as soon as the documents of the personal application and official approval from the sending university are received.

\*相關申請核准後，我校將自行代為處理住宿及學籍事宜，證件及其他個人事務由學生本人在我校國際處/臺港澳辦交換生項目組指導下自行處理。

XMU will update the status related to on-campus accommodation and academic affairs due to the change (extension, suspension and termination) as soon as the approval validates. And students have to take care of the issues on their stay permit/visa and others under the instruction of XMU International Office/Office of Taiwan, Hongkong & Macau Affairs.

|   |   |
|---|---|
| <p>其他<br/>Other policies<br/>shall be noted</p> | <p>1. 我校招生辦將負責錄取通知書和入境證件申請材料的製作與發放，詳情可諮詢 <a href="mailto:admissions@xmu.edu.cn">admissions@xmu.edu.cn</a> (材料送達 1 個月後可開放諮詢)。</p> <p>Admission Letter and visa-related application materials will be provided and delivered after the application review is proceeded by XMU Admissions Office. Mail to <a href="mailto:admissions@xmu.edu.cn">admissions@xmu.edu.cn</a> for follow-ups and related enquiry (the enquiry will open one month later upon the application submission).</p> <p>2. 校內住宿由我校學生處公寓辦協調處理，詳情可諮詢 <a href="mailto:xmuoschousinginfo@163.com">xmuoschousinginfo@163.com</a> (材料送達 1 個月後可開放諮詢)。</p> <p>Availability of on-campus accommodation will be in the charge of XMU Student Dormitory Administration Office. Mail to <a href="mailto:xmuoschousinginfo@163.com">xmuoschousinginfo@163.com</a> for follow-ups and related enquiry (the enquiry will open one month later upon the application submission).</p> <p>3. 網上報名時請確定交換專業，部分課程須按要求提供語言資格證書。</p> <p>The major to be exchanged into shall be confirmed by the applicants during the on-line application. The exchange students shall provide requisite certificate of language proficiency if it is necessary for some courses/majors.</p> |
|---|---|

### 課程相關/ Course-related Information

|   | 春季學期<br>Spring Semester,2014<br>(tentative dates)   | 秋季學期<br>Autumn Semester,2014<br>(tentative dates) | 春季學期<br>Spring Semester,2015<br>(tentative dates) |
|---|---|---|---|
|   | 2014.2.17~2014. 6.20  | 2014.9.14~2015.1.24                               | 2015.3. 1~2015.6.20                               |
| <p>校曆<br/>Academic calendar<br/>(2014-2015)</p> | <p>入學時間以招生辦的錄取通知書為準；學期結束以教務部門通知為準。</p> <p>The registration dates and close dates of semesters are subject to change in accordance with the information updated by Admission office and academic affairs offices of XMU. Please check your admission letter and academic calendar issued by offices in charge for more details and possible changes.</p> <p>教學周：春季學期 17 周；秋季學期 19 周<br/>Study Weeks: 17 (Spring Semester) to 19 (Autumn Semester)</p> <p>期末考試周/Final examinations: 學期末最後兩周為考試周<br/>Always held during the last two weeks of every semester.</p> <p>*春季另含有 5 周短期課程(第三學期，6 月-7 月中旬)，交換生可不參與。<br/><b>The Spring Semester in Xiamen University specially includes a 5-week stint for selective courses from mid June to mid July. Exchange students are allowed to officially leave for their holidays after the Spring Semester ends.</b></p> <p>*海外教育學院課程及考試安排以海外教育學院要求為準。</p> <p>Academic schedules of <b>language programs</b> including the close and examination dates of semesters are subject to College Calendar provided by Overseas Education College. Information will be available during course registrations.</p> |   |   |

|   |   |
|---|---|
| <p>假期情況<br/>Holidays/Vacation</p>   | <p>*夏季假期：7 周；冬季假期：4 周<br/>XMU Students usually enjoy 7 weeks off as summer vacation and 4 weeks off as winter vacation.</p>   |
| <p>公眾假期<br/>Public Holidays (if any):</p>                                       | <p>元旦/New Year's Day (放假 1 天/1 day off)<br/>清明節/Tomb-sweeping Day (放假 1 天/1 day off)<br/>勞動節/Labor Day (放假 1 天/1 day off)<br/>端午節/Dragon Boat Festival(放假 1 天/1 day off)<br/>中秋節/Mid-Autumn Festival(放假 1 天/1 day off)<br/>國慶節/National Day (放假 7 天/7 days off)<br/>*放假日期見學校通知。<br/>Details will be updated by Xiamen University.</p>   |
| <p>網路是否提供相關課程資訊？<br/>Is course information available online?</p>                | <p>目前我校暫未在網路上提供課程資訊。相關課程信息可在入學報到后憑學號登陸教務系統獲取或者向相關學院諮詢。<br/>Currently there is no course information (course list or course description) available online. Only after new semester registration can students access course information via the academic system of Xiamen university or consult the college for more course information.</p>  |
| <p><b>課程相關/ Course-related Information</b></p>                                  |   |
| <p>如何獲得教學課程表？<br/>Is course schedule/timetable available to aid study plan?</p> | <p>鑒於教學資訊更換較快，教學課程表及課程安排資訊可在開學初學院教學秘書處獲取。<br/>Yes. However, it won't be available and accessible until the new semester starts. Moreover, gaining help and syllabus from teaching secretaries in departments during the first week of every new semester (week for registration and course selection) is recommended to new students.</p>   |
| <p>是否有選課限制？<br/>Are there any restrictions on course selection?</p>             | <p>有。原則上，本科生層次交換生僅可選修本科生課程，研究生層次交換生僅可選修研究生課程。跨院系和年級課程須向相關學院申請，獲得同意後方可修習。本科生層次交換生向教務處申請選擇研究生層次課程，並獲得相應學分；研究生層次交換生不可選修本科生課程，可以旁聽，但無法獲取本課程的學分。<br/>Yes. In principle, undergraduate exchange students can only select undergraduate courses and postgraduate exchange students can only select postgraduate courses. Exchange students should get approval from both colleges for cross-college course selection. Undergraduate students can select postgraduate courses by applying to the Dean's Office and earn relevant credits. However, postgraduate students are not allowed to take undergraduate courses. They can audit the undergraduate courses without earning the credits.</p> |
| <p>是否有英語授課課程？<br/>Any courses conducted in English?</p>                         | <p>英語課程及雙語課程開設情況因學院而異，部分課程因特殊協定無法對交換生開放(如 MBA 課程)。相關課程資訊可參考招生辦網站 (<a href="http://admissions.xmu.edu.cn">http://admissions.xmu.edu.cn</a>) “英文授課專案” 專欄瞭解詳細資訊或抵校後自行向相關學院諮詢相關政策。</p>  |



|   |   |
|---|---|
|   | <p>Most of the majors in Xiamen University are able to provide English courses or bilingual courses (Chinese and English). However, specific curricular schedules and course availabilities are subject to change due to special protocols or policies in departments (e.g. MBA courses although taught in English are not open to exchange programs). Please contact college teaching secretaries after arrival.</p> <p>As a reference, please surf <a href="http://admissions.xmu.edu.cn">http://admissions.xmu.edu.cn</a> and find "English Taught Programs"</p>   |
| <p>是否就讀專業前有相關漢語補習課程？<br/>Any special language courses for exchange students prior to the exchange program?</p>            | <p>無專門為交換學生預先開設漢語補習課程，如學生漢語程度確實較弱可選修漢語課程。從 2013 年 9 月起，海外教育學院搬至翔安校區，本部交換生可在本部選修漢語課程平行班，但不能跨校區選修海外教育選課的漢語課程。There are no special language courses available before the exchange programs. However, exchange students of poor command in Chinese can apply for Chinese language courses during exchange. Since Sept, 2013, the Overseas Education College has been moved to Xiang'an Campus. Students on Siming Campus can take Chinese language courses offered by the School of Humanities but they are not allowed to take courses of Overseas Education College on Xiang'an Campus.</p>                                     |
| <p>是否對必修課程/學分總數作出規定？<br/>Minimum and maximum number of modules or credits for each semester/ year?</p>                    | <p>無專門應修課程/最低(高)學分總數之要求。交換學生選課計畫由其派遣學校自行核定。我校將在新學期第一周的“新生入學指導會”上就相關校內選課規定及流程進行進一步的說明。</p> <p>Normally, there is no limit to the number of modules or credits regarding the course selections of exchange program. However, permission for course attendance should be obtained during course registration.</p> <p>More policies of course selections will be provided during the orientation held by International Office at the beginning of every new semester.</p>   |
| <b>課程相關/ Course-related Information</b>   |   |
| <p>是否需要在入學前填寫/提交選課報告(計畫)？<br/>Should the students complete any learning agreement/course registration before arrival?</p> | <p>按照目前我校相關規定，對交換生暫不實行網上選課，交換生亦無須向我校提前提交選課報告(計畫)。</p> <p>註冊報到後，交換生應在相關教務部門和院系指導下登陸選課系統完成選課登記等手續。如若派遣院校要求交換生在抵達我校前提交選課報告(計畫)，我校暫時無法完成相關確認工作。</p> <p>On-line course registration cannot be open to exchange students until the completion of their registration for the new semester. Learning agreement is also not applicable before arrival.</p> <p>As for any learning agreement required by sending universities, only after the course registration completes can exchange students have their learning agreement verified in Dean's Office(for undergraduate courses) and/or Graduate School (for graduate courses).</p> |

|   |  |
|---|--|
| <p>如何選課？<br/>What's the procedures of course selection?</p> | <p>交換學生到我校報到後，在完成證件註冊登記後即可使用個人學號登錄選課系統進行校選課的選擇，專業課程選課須在學院教學秘書的指導下完成申請和選課登記。</p> <p>相關教務部門將在新學期的入學指導會指導新生選課，具體選課辦法請諮詢校內教務部門或學院教秘。</p> <p>Exchange students will get their student IDs for course selection after new semester registration. The on-line application for courses at the university level will be open after the completion of arrival registration. For courses provided by departments, students are advised to complete the course registration under the instruction of the department teaching secretaries.</p> <p>Course selection instruction will be given during the Orientation held by the International Office at the beginning of new semester and detailed information will be provided by XMU academic affairs offices (Dean's Office and Graduate School) and relevant offices-in-charge of departments and colleges.</p> |
| <p>如何取得學分？<br/>How to get the credits?</p>                  | <p>作為我校“全日制”學生(校際交換生包含在內)應在規定的學周內按時上課並按要求完成相關作業。出勤率低於 70%、課堂表現不佳及未按要求完成作業者將無法參加考試。考核及綜合測評不及格者，不能取得相應課程的學分。</p> <p>In XMU, a full-time student (exchange students included) is required to take a full attendance (or meet the attendance rate at minimum 70%) of the course he/she selects. His/her in-class performance and assignment completion are also taken into evaluation for exam accessibility and after the final exam. Failure to meet relevant requirements will result in the loss of the credits of the course.</p>   |
| <p><b>課程相關/ Course-related Information</b></p>              |  |
| <p>如何獲得成績單？<br/>How to get the transcript?</p>              | <p>我校國際處/臺港澳辦在學期結束前會發放離校通知，交換生應按通知按時提交《廈門大學交換生選課匯總表》，學期結束後我校國際處/臺港澳辦將寄送成績單至派遣學校。一般成績單將最遲於<b>新學期開學後三個月內</b>寄出。</p> <p>XMU International Office/Office of Taiwan, Hong Kong&amp;Macau Affairs will release the leaving notice before the end of every semester. Exchange students should submit the Course Report for Exchange Students on time. After the Dean's Office/Graduate School issues the transcript, XMU International Office/Office of Taiwan, Hong Kong&amp;Macau Affairs will arrange the delivery for the transcript <b>within 3 months after the next semester begins.</b></p>   |



|   |  |
|---|--|
| <p>课程、成绩单等咨询<br/>Contact Way<br/>for<br/>course/transcript-<br/>related enquiries ?</p> | <p>本科生項目請諮詢校教務處：jwc@xmu.edu.cn；研究生項目請諮詢校研究生院：yjsy3@xmu.edu.cn；漢語言項目請諮詢海外教育學院：oec@xmu.edu.cn。</p> <p>Undergraduate Programs/courses: jwc@xmu.edu.cn; Graduate Programs/courses: yjsy3@xmu.edu.cn ; Chinese Language Programs: oec@xmu.edu.cn.</p> |
|---|--|

### 管理相關/Polices and Regulations

除上述申請及教學相關規定外，交換生在校期間應注意遵守以下管理規定。  
Exchange students are advised to pay attention to and follow the policies and regulations mentioned below, except for those related to program application and academic affairs.

|  |  |                        |
|--|--|------------------------|
| <p>簽證/簽注<br/>Visa/Pass</p>   | <p>獲得交換資格的外籍交換學生應按要求辦理學生簽證入境(X1/X2 visa)。申請人可憑錄取通知書及簽證辦理申請表(JW202 Form)前往我國駐當地使領館申請辦理或進行相關諮詢。<br/>(我國簽證類別知識可見所附鏈結：<br/><a href="http://english.xmuoec.com/website.aspx?website_id=85&amp;language=en">http://english.xmuoec.com/website.aspx?website_id=85&amp;language=en</a>)</p> <p>Foreign exchange students are advised to apply for an X1/X2 Visa(also called as Student Visa) with <b>Admission Notice</b> and <b>Letter for Visa application((JW202 Form)</b> issued by XMU at the local Chinese Embassy. Please contact the Embassy for application procedures and requirements.(An introduction of Chinese visa categories is available at <a href="http://english.xmuoec.com/website.aspx?website_id=85&amp;language=en">http://english.xmuoec.com/website.aspx?website_id=85&amp;language=en</a>)</p> <p>獲得交換資格的港澳臺籍交換生應按我國相關出入境管理規定辦理或持有效證件進入大陸地區。<br/>Exchange students from Hongkong, Macau and Taiwan should enter the mainland with a valid pass in accordance with related exit-and-entry regulations and laws.<br/>* 入境後證件變更等問題可向海外學生事務科提出諮詢(本部校區嘉庚 3-806 辦公室，osao@xmu.edu.cn)<br/>Upon the arrival, exchange students are advised to contact Overseas Students Affairs Office (Room806, Jiageng 3 Building, osao@xmu.edu.cn) for visa-related registrations and enquiries.</p> |                        |
| <p>交換生是否允許工作？<br/>Are exchange students allowed to work?</p>                                     | <p>校內/On campus</p>  | <p>校外/Off campus:</p>  |
|  | <p>不允許/Not allowed</p>   | <p>不允許/Not allowed</p> |
| <p>保險及相關<br/>Are exchange students required to purchase a compulsory medical insurance plan?</p> | <p>我校按照相關要求對交換期限在6個月以上(含六個月)的外籍交換生執行“團體保險參保計畫”(註冊時可進行繳費參保)。交換期限在6個月以下的外籍交換生及其他港澳臺籍交換生可自行選擇參保地點及方式。<br/>If the study duration is under 6 month, insurance purchased either at home or in China is acceptable. If the study duration exceeds 6 months (6 months included), a group insurance scheme is advised to purchase upon registration in XMU.</p>   |                        |

|   |  |                      |
|---|--|----------------------|
|   | <p>*“團體保險參保計畫”由中國平安養老保險有限公司提供，保費為人民幣600元/人/年。保險險種主要為：意外傷害醫療險、住院醫療險等(門診醫療費用不包含其中)。</p> <p>XMU recommends the group insurance scheme offered by Ping'An Insurance Company of China with a cost of RMB 600 for each student per year. This covers any expenses incurred for medical services (outpatient services excluded), hospitalization and accidental injury.</p>   |                      |
| <b>報到流程/Registration-related Information</b>  |  |                      |
| <b>報到時間</b><br>Registration dates   | 春季學期/Spring Semester   | 秋季學期/Autumn Semester |
|   | <p>新學期首日及次日。具體時間詳見錄取通知書。<br/>The first two days of the first week<br/>Confirmation will be available on XMU Admission Notice.</p>  |                      |
| <b>報到流程</b><br>Registration procedures  | <p>註冊報到主要分為“校級報到”和“院級報到”，分別完成基本資訊登記和學籍登記。<br/>First, students should finish General Registration at Overseas Students Affairs Office, after which they will be given an Introduction Letter to Department.<br/>Second, with the Introduction Letter to Department, students can finish Department Registration including academic registration.</p> <p>*相關安排可在抵校後詳見《海外新生手冊》<br/>More details are available in <i>XMU Handbook for New Students</i> upon arrival.</p> |                      |
| <b>辦公時間</b><br>Office hours   | <p>8:30-11:30<br/>14:30-17:30</p>  |                      |
| <b>校級報到</b> General Registration<br><br><b>須提交材料</b><br>Materials required              | <p>Caiqingjie Building Square, Siming Campus<br/>具体地点详见录取通知书和入学须知<br/>Confirmation of the designated registration place will be available on the Admission Notice and Registration Notice</p> <ol style="list-style-type: none"> <li>1. 錄取通知書/邀請信原件与复印件 Admission Notice or Invitation Letter (Original and Copy)</li> <li>2. 照片 2 张/Photo (2 Copies)</li> <li>3. 护照及签证页复印件/Passport (Original and Copy) and Copy of visa page and entry page</li> </ol>             |                      |
| <b>院級報到</b><br><u>Department Registration</u><br><br><b>須提交材料</b><br>Materials required | <p>主交換系所辦公室(院樓)<br/>Office-in-charge of the host college (college buildings)</p> <p>海外學生服務中心出具的《入系通知書》<br/><b>Introduction Letter to Department</b> given by OSAO upon the completion of the general registration.</p>   |                      |

|                                      | 春季學期/Spring Semester   | 秋季學期/Autumn Semester |
|--------------------------------------|--|----------------------|
| 新生入學指導會(免費)<br>Orientation(for free) | 新學期次日 The second day of registration.<br><br>相關安排及相關常見問題將有 OSAO 提供或協助解答。<br>Information and Q&A can be provided by or with the help of OSAO during registration. |                      |

### 報到流程/Registration-related Information

|               |   |
|---------------|---|
| 到达<br>Arrival | <ol style="list-style-type: none"> <li>1. 鑒於我校及我市機場、碼頭均在市區中心，交通便捷。建議可自行打的前往校本部，交通費用在 30-40 元之間，行程約 20 分鐘*。<br/>               Take a ride to XMU main campus by taxi is more recommended and convenient considering the agreeable location of XMU and local railway stations, airport and ferries. The fee as estimated is RMB30-40 for about 20 minutes*.</li> <li>2. *从机场到翔安校區行程約 45 分鐘，交通費在 150 元左右。<br/>               It will take about 45 minutes and cost around RMB 150 by taxi from the airport to Xiang'an campus if students are assigned to study and accommodate in colleges on Xiang'an campus.</li> </ol> |
|---------------|---|

### 生活相關/Life in XMU/Xiamen

|  |  |
|--|--|
| 學校概況及設施服務<br>XMU and related service support | 學校概況可詳見：<br>General Information of the university:<br><a href="http://www.xmu.edu.cn/en/about/xmu_at_a_glance">http://www.xmu.edu.cn/en/about/xmu_at_a_glance</a><br>校園設施及服務可詳見：<br>Facilities and Services:<br>1. <a href="http://admissions.xmu.edu.cn/en/onepage/66.html">http://admissions.xmu.edu.cn/en/onepage/66.html</a> |
|--|--|

|   |  |
|---|--|
| <p>校區分佈概況<br/>Campuses</p>                | <p><b>校本部/Main Campus:</b> 位於廈門島南端，占地2500多畝，設有研究生院、20個學院和8個研究院</p> <p>Map of main campus: <a href="http://map.xmu.edu.cn/gcampus/index.html">http://map.xmu.edu.cn/gcampus/index.html</a></p> <p><b>翔安校區/Xiang'an Campus:</b> 廈門島東北方向，規劃建設用地3645畝，距校本部34公里通過翔安海底隧道半小時左右車程可直接抵達</p> <p>詳見：<a href="http://xaxq.xmu.edu.cn/">http://xaxq.xmu.edu.cn/</a></p> <p>Schools and institutes on Xiang'an campus: XMU High-tech Innovation Incubator Centre, the Southern Base for the International Promotion of the Chinese language, School of Life Sciences, Medical School, School of Pharmacology, School of Public Health, College of Oceanography and Earth Sciences, College of Environment and Ecology, Institute of Energy Research, and Overseas Education College.</p> |
| <p>城市概況<br/>Xiamen City</p>               | <p>相關資訊可參考：<br/><a href="http://www.whatsonxiamen.com">http://www.whatsonxiamen.com</a><br/><a href="http://www.xiamenwave.com/">http://www.xiamenwave.com/</a></p>  |
| <p>城市交通<br/>City Transportation</p>       | <p>相關資訊可參考：<br/><a href="http://www.whatsonxiamen.com/tag-Xiamen+transportation.html">http://www.whatsonxiamen.com/tag-Xiamen+transportation.html</a></p>  |
| <p>觀光及休閒<br/>Travel and Entertainment</p> | <p>相關資訊可參考：<br/><a href="http://www.whatsonxiamen.com/ask.php?type=Travel">http://www.whatsonxiamen.com/ask.php?type=Travel</a></p>  |
| <p>生活費用<br/>Living expense</p>            | <p>月人均生活費：人民幣 3000 元以內(含就餐、交通及住宿等)<br/>RMB3000/person/month estimated to meet the basic needs including expenses on meals, learning materials, housing and transportation.</p>   |

## 生活相關/Life in XMU/Xiamen

|                             |   |
|-----------------------------|---|
| <p>住宿<br/>Accommodation</p> | <p>1. 我校將儘量為校際交換學生提供校內住宿之便利,但具體接收方案由我校學生處公寓辦負責。自費繳費方式及具體金額詳詢接待前臺。</p> <p>Availabilities of on-campus accommodation and room reservation will be in the charge of XMU Student Dormitory Administration Office. Accommodation fee will be charged according to different room types if students without any accommodation waiver are assigned to accommodate on campus.</p> <p>2. 獲得校內住宿安排資格的學生在抵校後可直接前往我校公寓辦指定接待前臺進行辦理(外籍生：蔡清潔 2 樓總台；港澳臺籍生：勤業六,);如選擇校外住宿，請自行詢問房屋仲介機構(校外住宿費用為人民幣 1500-2000 元/間/月)。</p> <p>Upon the arrival in XMU, students assigned to accommodate on campus can choose to register for on-campus accommodation in appointed offices( 2/F,Caiqingjie Bldg for foreign students; Qinye 6 Bldg for students from Taiwan, Hongkong&amp;Macau). Apartment rental off campus is available and information will be provided by local real estate agents. Exchange students are allowed to lodge off campus but are advised to report their temporary address to XMU International Office/Office of Hongkong, Macau &amp; Taiwan Affairs.</p> <p>Housing Expense (estimated):RMB 1500-2000/room/month</p> <p>3. 入住時間：我校校內住宿僅在報到之日對外開放(住宿費用按公寓辦要求收取或減免)，提前抵達的學生必須自行安排住宿。</p> <p>The on-campus accommodation registration is open on the designated registration dates of semester on main campus and Xiang'an campus (charges and waivers will be subject to policies mandated by XMU Student Dormitory Administration Office). Students who arrive before the designated registrarion date should arrange for the accommodation themselves.</p> |
|                             | <p>*校外住宿相關資訊可參考 Useful information:<br/><a href="http://english.xmuoc.com/website.aspx?website_id=79&amp;language=en">http://english.xmuoc.com/website.aspx?website_id=79&amp;language=en</a></p>   |

| <p>相關部門地址/Office in-charge</p>   |  |
|--|--|
| <p>國際處交流科/<br/>Exchange Section of International Office<br/>(交換專案諮詢/exchange-related enquiries)</p>    | <p>校本部嘉庚主樓 8 樓<br/>8/F, Jiageng 3 Bldg, main campus<br/>+86-592-2186167, zzy802@xmu.edu.cn (美洲、亞洲/America, Asia)</p>                   |
| <p>港澳臺辦/<br/>Office of Hong Kong, Macau and Taiwan Affairs<br/>(交換專案諮詢/exchange-related enquiries)</p> | <p>+86-592-2186237, lsw@xmu.edu.cn (歐洲、大洋洲/Europe, Oceania)<br/>+86-592-2187522, hxy@xmu.edu.cn (臺港澳地區/Taiwan, Hongkong and Macau)</p> |



|  |   |
|--|---|
| 招生辦/Admissions Office<br>(交換生錄取/admission-related enquiries)   | 校本部嘉庚主樓 3 樓<br>3/F, Jiageng 3 Bldg, main campus<br>(Tel: +86-592-2184792; admissions@xmu.edu.cn)        |
| 海外學生事務科/Overseas Students Affairs Office<br>(交換生證件諮詢/visa-related enquiries)                                       | 校本部嘉庚主樓 8 樓<br>8/F, Jiageng 3 Bldg, main campus<br>(Tel: +86-592-2183606; osao@xmu.edu.cn)              |
| 学生处公寓办/<br>Student Dormitory Administration Office<br>(校内住宿资格、安排与管理/<br>on-campus accommodation-related enquiries) | 校本部勤業 6 辦公室<br>Qinye 6 Building<br>(Tel: +86-592-2182382; xmuoschousinginfo@163.com)                    |
| 海外教育學院/Overseas Education College<br>(語言課程/language course-related enquiries)                                      | 翔安校區二號樓 B207 辦公室<br>Room B207, No.2 Building, Xiang'an Campus<br>(Tel: +86-592-2187728; oec@xmu.edu.cn) |
| 教務處/Dean's Office(Undergraduate Courses)<br>(學位課程及成績/Academic-related Enquiries)                                   | 校本部嘉庚主樓 14 樓<br>14/F, Jiageng 3 Bldg, main campus<br>(Tel: +86-592-2182252; jwc@xmu.edu.cn)             |
| 研究生院/Graduate School(Graduate Courses)<br>(學位課程及成績/Academic-related Enquiries)                                     | 校本部嘉庚主樓 3 樓<br>3/F, Jiageng 3 Bldg, main campus<br>(Tel: +86-592-2181497; yjsy3@xmu.edu.cn)             |

### 敬告讀者/ACKNOWLEDGEMENT

- 廈門大學保留對上述規定、服務及其他相關資訊的解釋、說明和修改之權利。  
Xiamen University reserves the right to any changes or revise of the information, services and schedules mentioned-above.
- 本手冊以中文說明為準，如有變更及不符，以廈門大學現有官方中文文字檔案為準。  
In case of the discrepancy in English and Chinese, the factsheet of English version is provided for reference and general guide ONLY. All information is subject to XMU official documents/agreements/MoUs written in Chinese to the contrary.
- 如有疑問，歡迎與相關部門取得聯繫。  
Please feel free to contact officials if there is any question
- 如無特殊情況，請及時參加入學周舉行的“新生入學指導會”。  
Orientation for News Students is highly recommended at the beginning of new semester.