



**ANHUI SCIENCE AND TECHNOLOGY UNIVERSITY**

***Foreign Teacher's  
Guidebook***

**(安徽科技学院外籍教师工作手册)**

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*Dear foreign colleagues:*

*We are very glad to welcome you as a new teacher and friend coming working in Anhui Science and Technology University.*

*For the convenience of your work and life in the University and Fengyang, we have prepared this guidebook with useful information for you. Please read it, and all AHSTU staff are ready and happy to help you.*

*Sincerely wish you a pleasant and successful stay in Anhui Science and Technology University, and Fengyang, the Emperor City!*

*Center of International Relations*

*Anhui Science and Technology University*

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## I .Visa Application: Before Coming to AHSTU

If you're going to teach in AHSTU, you should apply for a new **Z visa (Working Visa)** and here below are documents you need to send us by email or fax at least **two months earlier** than your departure time:

- ◇ Personal CV (in which education history should begin no later than high school to the currently highest level; working experience from your first formal contracted job to the current one or latest one)
- ◇ Copy of your valid passport photopage (including your accompanying family members')
- ◇ Copy of your highest Degree Diplomas (certified by Chinese embassy/consulates to the country/region where the diplomas were conferred)
- ◇ At least one formal recommendation letter ( from ex-employer(s), to certify that you were once a contracted member of the working staff over a period of time, holding a post related to the post you are applying for; with seal of the organization/company or signature of the responsible person, valid phone number or email address of the contact person. *Letters from Foreign Affairs Office of Chinese universities where you used to teach are preferred.*)
- ◇ Health Certificate (*if you have one; not exactly necessary; you can also make one after your arrival.*)
- ◇ A photo (digital, 2-inch size, colored, no hat)
- ◇ Please also tell us at which Chinese Embassy or Consulate you would like to apply for your visa and your scheduled itinerary that brings you to Fengyang.
- ◇ Police Check/ Certificate (provided by local police station, security branch or court of your home country or where you have/had lived for at least one year, meanwhile certified by Chinese embassy/consulates to the country/region, validity for working permit application: 6 month after being certified)

We will apply for a Notification Letter of Foreigner's Work Permit in the People's

Republic of China from the government authorities and email it to you. Then you can go to the Chinese Embassy or the Consulate where you have selected to apply for your “Z” type VISA, with the Notification Letter.

**If you move to Fengyang directly from other universities or schools in China** and your current Z visa, Foreign Experts Certificate or Work Permit and Residence Permit are still valid for at least one month, you can extend them in Fengyang. If you can't come to China by yourself, you should provide the copies of or post the following documents to us by EMS at least **one month earlier** than the expiration date:

- ◇ Personal CV
- ◇ Original Passport (which should include your current Z visa and residence permit; if any, including your accompanying family members’.)
- ◇ Foreign Experts Certificate or Work Permit
- ◇ Copy of Degree Diplomas
- ◇ At least one formal recommendation letters (Letters from Foreign Affairs Office of Chinese universities where you used to teach at are preferred)
- ◇ Signed working contract
- ◇ Valid Health Certificate (necessary, should be issued from Exit & Entry Administration Bureau or the Disease Control and Prevention Center identified by the government; including your accompanying family members’, if any.)
- ◇ A letter from the Foreign Affairs Office of your current employer that certifies that your work contract with them has finished successfully.
- ◇ 4 photos (or digital, 2 inch size, colored, no hat, taken before white background; including your accompanying family members’, if any.)

We will extend your documents here in Fengyang and post them back to you by EMS about one month later. If you have accompanying family members, please also send us their original passport, valid health certificate and 4 photos.

## **II . Necessary Residential Documents: After Arriving in Fengyang**

### **1. Health Certificate (including your accompanying family members and they need to pay for themselves)**

**During your first week in Fengyang**, you need to go to Hefei Municipal Center for Disease Control and Prevention to do a medical examination and then get a health certificate about 3-4 days later. It is organized by the Center of International Relations, our teacher will accompany you there. You had better go there in the morning without eating breakfast and please don't forget to bring your original passport and 2 photos with you.

If you have accompanying family members, they also need to do the medical examination. Currently the health exam costs 378 RMB for each person and you can get your own fare reimbursed later with the financial receipt. But your family members need to pay for themselves.

### **2. Work Permit Certificate**

**(Your accompanying family members won't have this certificate but their names and photos will be attached to your Work Permit Certificate so they also need to submit the necessary documents)**

**Inside 15 days** since your entry to China Mainland, we will help you to apply for a Work Permit Certificate from Anhui Administration Bureau of Foreign Experts Affairs in Hefei. Please give the following documents to the Center of International Relations (CIR hereafter) in the designated time:

- Original Passport
- Health Certificate
- 2 photos (2 inch size, colored, no hat)
- Formal Contract (please come to the CIR office to sign it)

The office will help you to apply for the certificate and it costs at least 10 days to get it back from Hefei authority.

### **3. Residence Permit for Foreigner**

**(Including your accompanying family members and they need to pay for themselves)**

**Inside 30 days** since your entry to China, you need to apply for a Residence Permit to Bengbu Municipal Exit & Entry Administration Bureau. Please give the following documents to the CIR office in the designated time:

- Original Passport
- Health Certificate
- 2 photos(2 inch size, colored, no hat)
- Foreign Expert Certificate or Work Permit Certificate

CIR will help you to apply for the Residence Permit and it costs at least one week to get it back from the Exit & Entry Bureau.

**4. The Above Documents** are very important for your legal stay in Fengyang and they are only valid for at most one year. So if you renew your contract with us in the next school year, you need to extend them before their expiration.

Please bring your (and your family members') passport (with the Residence Permit), Working Permit, Health Certificate and 4 photos to the CIR office **at least one month earlier** than the expiration date. We will help you to extend them for one more year. The government usually requires a new valid Health Certificate and you need to do the medical examination again.

**Note: Only “Z” visa is Working Visa;** ”F” visa is visa for visiting scholars; ”L” visa is for tourists. Z visa is valid for at most one year; F visa is for at most half a year; L visa is valid for at most three months. Foreign teachers should hold a Z visa so that they can work in China.

### III. Important Things to Do upon Your Arrival

Here are some important things you should do after your arrival. Please ask your assistant student or teacher to go with you.

1. Please go open a bank account in the CCB China Construction Bank (CCB) with your passport) and offer the receipt of your applying for a bank card to the CIR office. Later we will transfer your salary to this account on the 15<sup>th</sup> of each month.
2. Please offer 8 photos to the CIR office (*including your family members*). The International office will use them to apply for your Health certificate (4 pictures), Working Permit (2 pictures) and Foreigner's Residence Permit (2 pictures).
3. Please go to the Hefei Center for Disease Control and Prevention *or* Anhui Entry-Exit Inspection and Quarantine Bureau to do a medical check (*including your family members*) and then offer the Health Certificate to the International office. Each one of you should bring your passport, 4 pictures and 378 RMB.
4. Please go to the CIR office to sign the formal contract.
5. Please go with your passport to the E-card Office on the 2nd floor of Xuezhi Building to apply for your campus E-card.

## **IV. Upcoming Events**

### ***Fall Semester (September---January)***

1. Orientation
2. Mid-Autumn Festival (Chinese Lunar Calendar August 15, usually falls in August or September)
3. National Day Holidays (Oct. 1<sup>st</sup>-7<sup>th</sup>)
4. Annual School Sports Game (two days, dates to be decided)
5. Winter Vacation (commonly from mid January to mid February)

### ***Spring Semester (February---July)***

6. The Beginning of Spring Semester (commonly in late February or early March)
7. Application for renewal of Contract (for the next school year, expecting your application in April)
8. Tomb Cleaning Day
9. May Day Holidays
10. Dragon Boat's Day
11. Decision for your new contract
12. Summer Vacation (commonly from late July to early September)

## V. School Bus Timetable (Revisable)

**Between Fengyang Campus and Bengbu Longhu Campus  
(Monday to Friday, during the school calendar)**

<b>From Fengyang Campus to Longhu Campus</b>	
<b>Departure Time</b>	<b>Departure Spot</b>
7:15	School bus garage, Fengyang Campus
9:15	School bus garage, Fengyang Campus
13:45	School bus garage, Fengyang Campus
15:45	School bus garage, Fengyang Campus
<b>From Longhu Campus to Fengyang Campus</b>	
<b>Departure Time</b>	<b>Departure Spot</b>
9:55	South gate of Dining Hall , Longhu Campus
11:55	South gate of Dining Hall, Longhu Campus
16:25	South gate of Dining Hall, Longhu Campus
18:25	South gate of Dining Hall, Longhu Campus

## VI. AHSTU School Timetable

	<b>Lessons</b>	<b>Time</b>	
Morning	1	8:00-8:45	
	2	8:55-9:40	
	3	10:00-10:45	
	4	10:55-11:40	
<b>Lunch Break</b>			
Afternoon		<b>April 1 – Sep.30</b>	<b>Oct.1—March 31</b>
	5	2:30-3:15	2:00-2:45
	6	3:25-4:10	2:55-3:40
	7	4:30-5:15	4:00-4:45
	8	5:25-6:10	4:55-5:40
<b>Dinner Break</b>			
Evening	9	7:00-7:45	
	10	7:55-8:40	
	11	8:50-9:35	

## **VII. Monthly Salary, E-card and Facilities at AHSTU**

### **1. Monthly Salary**

You will get paid through the CCB (China Construction Bank) on commonly the 10<sup>th</sup> of each month. Please open a bank account in the CCB with your name on passport and then give the receipt of your applying for a bank card to the CIR office. The amount shown in your account is after tax.

If your teaching hours for the whole employment period are more than your contracted total teaching hours, the extra hour payment will be calculated and paid together with your monthly payment according to your contract. .

### **2. E-card**

AHSTU offers a school E-card to every faculty member who signs a formal working contract with the university. The E-card is useful for entry and consumption in the school library, dining halls, supermarkets.

E-card should be returned to the CIR office before your departure when you finish your contract with the University.

### **3. Facilities at AHSTU**

Teachers can enjoy the modern facilities at the main campus of AHSTU such as the library, stadium, gymnasium, etc. All of them are free for AHSTU staff. And you need to apply for a special card to go to the stadium and gymnasium and produce your E-card if you want to borrow books from the library.

## **VIII. Some Regulations for Foreign Teachers of AHSTU**

### **Obligations to Be Met by Teachers:**

1. Teachers are required to observe fully the Chinese law, regulations and professional code of ethics in teaching.
2. Teachers are required to adhere to Chinese educational guidelines and established curricula; they are required to carry out the terms of their teaching contract and complete the teaching tasks involved.
3. Teachers are not permitted to promote any matter contravening the Chinese constitution, law or foreign policy.
4. Teachers may not discriminate against any person on grounds of race, color, culture, religion, national origin, gender, sexual orientation or disability.
5. Teachers must respect the worth, culture and dignity of each and every individual, including exercising courtesy and restraint in the event of any conflict, and encourage the all-round development of the students.
6. Teachers are required to make all reasonable efforts to oppose incompetent, illegal or unethical behavior and report any such behavior to the authorities.
7. Teachers are required to observe the policies and regulations of the employer and abide by the terms of their contract or agreement, whether verbal or written, unless the duties required include behavior which violates laws or the code of ethics, or both.
8. Teachers must demonstrate concern for and appreciation of the heritage, values and principles of the employing agency.

### **Teaching Requirements & Management**

1. Teachers must carry out their duties according to the schedules arranged by the University.
2. Lessons may not be individually or randomly re-arranged or combined; absence or early departure from or late arrival in class is not permissible; teaching hours may not be reduced without express permission; personal arrangements for substituting teachers is not permissible. In the event of any necessary business trip, academic visit or conference, approval for the replacement or rearrangement of classes must be given by the Dean, with make-up classes scheduled following the teacher's return.
3. Teachers must check student attendance regularly by means of a roll call or register. Students who are absent for 1/3 or more of the classes are not eligible to take the final exam. Teachers should reprimand and if necessary report to the relevant supervisor students who consistently arrive late for class.
4. Teachers should make every effort to improve their teaching and carry out proper preparation for each class. They should be neatly dressed when in class and be polite in their use of language. The use of modern technology such as multi-media is strongly

encouraged in order to enhance the effectiveness of the class.

5. During the first week of the semester, the teaching secretary will ensure that teachers are provided with all necessary materials in terms of syllabuses, schedules and evaluation sheets. Teachers should observe the schedule and class arrangements provided.

6. One week after the final examination, teachers should hand in to the CIR secretary the final scores in both an electronic and a paper version. The latter must carry the teacher's signature and will be subject to scrutiny by CIR.

7. Following the final exam, teachers should cooperate with other relevant staff in filing the score-sheets and other documents related to the classes they have taught.

8. A teacher's employment will be terminated in the event of evidence of incompetence in teaching or negligence, or in the event of strong opposition from the students.

9. If a teacher has something very important to do so that he/she has to change or end his/her lessons, he/she must hand in an application to CIR office.

10. When asking for sick leave, a teacher must produce a doctor's certificate and a written report to the CIR Office. His/her salary shall be paid as usual if the sick leave is less than a week; however the work/classes that have been missed shall be made up within 30 days after the sick leave and before the end of the semester. If sick leave is longer than a week and no longer than 30 days, and if our university does not terminate the contract, the teacher shall receive 50% of his/her salary until the day he/she resumes regular work. If sick leave is longer than 30 days, and if our university does not terminate the contract, the teacher's salary shall be reduced accordingly. If our university asks to terminate the contract, university will consider paying a certain portion of the expenses.

11. If a teacher asks for leave of absence, he/she is required to present a written report to the CIR; Based on the respect of the relevant School's opinion, the CIR will be in a position to make the final decision. Basically, our university shall not agree to a teacher's absence in the middle of teaching, unless he/she has good reasons to ask for leave, such as family accident, business trip requested by hosting university or hosting department, etc. If a teacher is invited to lecture in other universities in the middle of teaching, he/she should provide the official invitation of the inviting university and the CIR will only consider it with the permission first granted by his/her hosting school.

With our university's permission, a deduction in salary shall be made according to the number of days the teacher is absent. During one contract period, a teacher shall not ask for leave of absence for an accumulative total of 10 days and should not ask for leave of absence for more than 3 days concurrent (negotiable under specific circumstances). If a teacher is absent from his/her post without the university's consent, a deduction of a 3-day salary will be made each day the teacher is absent.

***(For other regulations of AHSTU, please consult the CIR directly. Teachers should abide by all regulations of CIR, whether verbal or written.)***

## IX. Religion and Religious Life in China

1. China is a country with diversified religions, mainly Buddhism, Taoism, Islam, Catholicism and Protestantism, as well as the Eastern Orthodox Church and various regional beliefs.
2. The introduction of China's reform and opening policies has been accompanied by comprehensive implementation of the policy of freedom of religious belief. In 1994, the State Council promulgated the provisions on the Administration of the Religious Activities of Foreign Teachers of the People's Republic of China, in which stipulates, "The People's Republic of China respects the freedom of religious belief of foreign teachers within the territory of China, and protects the rights of foreign teachers and Chinese religious circles to maintain friendly contacts and engage in cultural and academic exchanges".
3. The customs office allows foreign teachers to bring in a certain amount of religious material **for personal use**. Foreign teachers in China **are not allowed** to use the Bible and other religious scriptures as teaching materials for students, but can incite some religious background knowledge or stories from The Bible for necessary needs.
4. Religious services are held in churches in China and foreigners are welcome to attend. Chinese churches are independent and not subject to the control of external religious organizations. Foreigners in China **are not permitted** to distribute religious books or articles, to proselytize, or to organize underground religious groups.
5. Hong Kong's religious affairs are managed by the Hong Kong Special Administrative Region government in accordance with the Basic Law free from central government intervention. Religious organizations in the HKSAR and other parts of China should abide by the principle of "no subordination, no interference, and mutual respect" in conducting exchanges with each other.

## X. Contact us

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