



University of
Nottingham

UK | CHINA | MALAYSIA



Welcome to
University of Nottingham
Ningbo China

A guide for new
international students

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Check List- Before Your Travel

1. I have accepted my place and paid my tuition (degree students only)	<input type="checkbox"/>
2. I have applied for my accommodation and paid full fees	<input type="checkbox"/>
3. I have applied for and received my visa for entry into China	<input type="checkbox"/>
4. I have my original, unconditional offer letter (Please make sure you have provided necessary documents to Admissions for verification of your degrees as required and got confirmation before registration.)	<input type="checkbox"/>
5. I have an original copy of my medical report, laboratory result and X-ray film (if applicable)	<input type="checkbox"/>
6. I have several photocopies and e-copy of my passport and visa page	<input type="checkbox"/>
7. I have at least six passport-sized photos with white background	<input type="checkbox"/>
8. I have cash available for the journey and for the first four weeks, as well as a credit card (and/or a debit card with overseas access)	<input type="checkbox"/>
9. I have a supply and description of any prescribed medication I'm taking	<input type="checkbox"/>
10. I have a list of important contact details	<input type="checkbox"/>
11. I have a prepaid phone card and/or a mobile phone with sufficient credit in case of an emergency	<input type="checkbox"/>
12. I have learned about Ningbo and downloaded useful apps to help me get around China	<input type="checkbox"/>
13. I have completed online registration and activated my University IT account	<input type="checkbox"/>
14. I have checked my email box for pre-arrival emails	<input type="checkbox"/>

* The university will purchase Comprehensive Medical and Accident Insurance for international students.

Getting to the University

Plane

From Ningbo Lishe Airport

A taxi from the airport costs around 40 RMB for a 12km journey.

From Hangzhou Xiaoshan Airport

Take the shuttle bus from the airport to Hangzhou Train Station then get the high-speed train to Ningbo Train Station.

From Shanghai Hongqiao Airport

Walk to Hongqiao Train Station then get the high-speed train to Ningbo Train Station.

From Shanghai Pudong Airport

Take a taxi or the Metro to Hongqiao Train Station, then take the high-speed train to Ningbo. A taxi to Hongqiao Train Station will take about one hour and costs around 250 RMB. To get to Hongqiao Train Station via Metro, take Line 2 and transfer at Guanglan Lu Station.

Coach

A taxi from Ningbo Central Coach Station costs around 35 RMB for an 11km journey. Buses 115, 132, and 368 run from the coach station and stop near campus.

Train

The easiest way to get to the University from Ningbo Train Station is by taxi. The fare is around 35 RMB for an 11km journey. Buses 159, 161 and 369 run from the station and stop near campus.

Taxi

Show taxi drivers the following address to reach the University campus:

宁波诺丁汉大学

宁波市鄞州区高教园区泰康东路 199 号

University of Nottingham Ningbo China
199 Taikang East Road, Ningbo



Things to Do - After Arrival

1 Check in at your accommodation

When you arrive at your accommodation, you will need to:

- show your evidence of accommodation fee payment
- collect your student ID card, a checklist, a check-in form and leave your contact information at the front desk

Please note that the student ID card is your key to enter your dorm building, and is also necessary to access hot water in your dormitory

- go through the inventory checklist when you enter your room
- inspect your room, make sure it is in good condition and, if not, immediately report to the front desk
- read the terms, rules and regulations in the form and sign it
- submit the completed checklist and check-in form to the front desk
- read your welcome pack and have a look through the other welcome materials in your room

2 Register with the local police within 24 hours after arriving in China

The Public Security Bureau requires all international students to register with the local police station within 24 hours of arrival. This can be done when you check in at the University accommodation. If you stay off campus before you move into the university accommodation, please ensure to complete the police registration at the hotel you live or at the police station near your residence.

3 Register and attend Induction Week

You will need the following items for registration:

- Your original unconditional offer letter
- Your original passport and a copy of passport identity page and visa page

Please make sure that the full payment of tuition has been made to the Finance Office, otherwise you shall not be allowed to do the registration.

Induction Week is the week prior to the first week of the academic semester. It offers you social, study and support sessions and events to help you get familiar with the campus, meet people, get prepared for study and find out who's there to help. The activities include:

- Information sessions on the services to help you with personal and academic life: Visa & Insurance, Academic Services, International Student Support, UNNC Library and more
- Faculty welcome sessions
- Events and activities to meet people, build friendships and join clubs and societies

Detailed instructions and timelines of registration and induction week will be informed via university emails in late August. If you have any questions regarding these, please feel free to contact intl.inductionprogramme@nottingham.edu.cn.

4 Attend a health check (to apply for a new student residence permit)

All students who need to apply for a residence permit should complete a health check. If you have brought an approved original medical report, laboratory results and X-ray film with you, you will be exempt from certain parts of the check-up, but you will still need to go to the designated hospital to apply for an official certificate (at a lower cost). Global Engagement Office will arrange a group health check during the Induction Week. On the day, please ensure you:

- do not eat breakfast – you can drink water if needed
- bring three passport photos and a copy of your passport
- bring 500 RMB cash, your medical report, your laboratory results and your X-ray film, if you completed a health check in your home country.

5 Apply for residence permit (for X1 visa holders only)

Students who hold an X1 study visa must apply for residence permit within 30 days after arrival. Global Engagement Office will organize a group residence permit application for new students in the third and fourth week of September.

Supporting documents that you need to prepare are as below:

- A copy of passport
- A copy of visa page
- A copy of the entry stamp on the passport
- A copy and original admission notice
- One photo in white background

It usually takes 20 working days for a residence permit to be processed.

Application fee for the residence permit:

- 400 RMB for less than one year
- 800 RMB for one year to less than three years
- 1000 RMB for three to five years

While your residence permit is being processed, your passport will be with the Immigration Office. You will get a receipt, which can be used to travel within China's mainland.



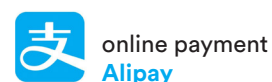
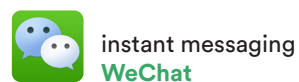
Living in Ningbo

Cost of Living

Your cost of living will depend a great deal on your lifestyle. The information below is an approximate guide to some of the living costs you may incur in Ningbo as an international student.

Typical fees, bills and utilities	
Items	Price
Accommodation fee (per year)	¥11,000-16,000
Facilities deposit (refundable)	¥1,000
Health check fee (cash only)	¥500
Residence permit fee (cash only) (less than one year/one-three years/three-five years)	¥400/800/1,000
Entertainment (per month)	¥1,000-1,500
Electricity, water, telephone services and public transport (per month)	¥200-300
Food and drink (per day)	¥50-100

Useful Apps in China



Getting around

Taxi

Taxi is a popular and affordable way to get around the city. By showing the driver an address in Chinese, they will in most cases be able to get you there. Taxis are easy to flag down. You should gesture in an up/down motion with the palm of your hand facing flat to the ground. They will display a green light in the windscreen if they are available for hire, but you should try and avoid taking a taxi between 4pm and 6pm, as this is the shift changeover period.

All taxis are metered and will display the fare, which starts at 11RMB. Fuel supplement is subject to change from time to time.

Metro

Ningbo has five metro lines.

Line 1 runs west to east through Tianyi Square in the city centre.

Line 2 runs to the Ningbo Train Station and Ningbo Airport.

Line 3 runs north to south. The nearest station near the campus is Southern Business District.

Line 4 runs from Dongqian Lake to Cicheng Town.

Line 5 runs from west to north. The nearest station near the campus is South Higher Education Park.

Bicycles & e-bike sharing

In Ningbo, there are many bicycles and e-bikes that can be rented on the road. You can scan the QR code to use it, and you may need to pay the deposit before using shared bikes. Do not forget to lock the bicycle at the end of your ride.

Didi Chuxing

Didi is a company providing app-based transportation services, including taxi hailing, private car hailing, ride-sharing etc. When you cannot wait for a taxi or bus, using the Didi app at the peak time or making a reservation will be more convenient.

Plane journeys

Ningbo Lishe International Airport (NGB) is about 12km away from the city centre. The airport has domestic services to a number of major cities in China's mainland, as well as flights to Hong Kong, Taiwan and other international destinations.

The airport is a 30-minute taxi journey from the campus, which costs less than 50RMB.

Trains

Train travel in China is a great way to see the country and trains tend to be clean and comfortable. High-speed lines from Ningbo make it possible to reach Shanghai in two hours and Hangzhou in one hour. Tickets can be bought up to 30 days in advance online and it is usually possible to buy return journeys. You can check tickets at this website:

<http://english.ctrip.com/trains/>

Long-distance coaches

Coaches in China are reliable and punctual, and you can travel to many destinations around the country for reasonable prices. There are many coach stations in Ningbo, but the most convenient one for our students is Ningbo South Coach Station. There are regular coaches to Hangzhou and Shanghai from this station, as well as to many other places. All tickets are one way, with automatic seat allocation, and there's no need to book in advance unless you're travelling during a peak time, such as Spring Festival and National Day.

Local buses

Below is a list of some of the buses that you might need in your first few weeks in Ningbo. All of the stops are within walking distance of the campus. Bus journeys cost 2 RMB, but remember to have the exact fare as no change is given.

Service number	Stop to get on	Where it goes	Notes	
363	Turn left out of Gate 1. The bus stop is on the same side of the road.	Tianyi Square, Wanda Plaza, Yinzhou No. 2 Hospital	Quite frequent. For Tianyi Square keep a look out for the large Catholic Church on Yaohang Street and get off there	
369		Ningbo South Train/Coach Station, Ningbo Passenger Transportation Centre	Quite frequent	
21		Wanda Plaza, Century Oriental Plaza		
132		Incitey, Decathlon, Ningbo Passenger Transportation Centre		
161		Wanda Plaza, Kaiming Street	Operation Hours 19:15-22:45	
368		Wanda Plaza, Yinzhou No.2 Hospital		
166 East route 东环线		Wanda Plaza, Central Business District, Ningbo Museum		
166 West route 西环线		Ningbo Museum, Yinzhou Park, Central Business District	A much faster option to the Central Business District	
130		Turn right out of Gate 1 and cross the road.	Tianfeng Tower	
118			Wanda Plaza, Tianfeng Tower	
367	Incitey, Metro			

Key Dates of Academic Year 2023/24

Semesters

Autumn Semester: Monday 11 September 2023 - Saturday 13 January 2024

Spring Semester: Monday 19 February - Friday 7 June 2024

Registration

New students: Sunday 10 September 2023

Returning students (Autumn Semester): Friday 15 September 2023

Returning students (Spring Semester): Monday 19 February 2024

Examination

Autumn Semester: Wednesday 27 December 2023 - Saturday 13 January 2024

Spring Semester: Monday 13 May - Saturday 1 June 2024

Late summer resits:

Year 1 Students: Monday 19 - Saturday 24 August 2024

Year 2/3/4/Master: Monday 19 - Saturday 31 August 2024

Graduation Ceremonies

Postgraduate: Saturday 11 November 2023

Undergraduate: Saturday 13 - Sunday 14 July 2024

Holidays

Mid Autumn Festival: Friday 29 September 2023

National Day Holiday: Sunday 1 October to Tuesday 3 October 2023, Wednesday 4 October as Weekend Compensation for Sunday 1 October 2023

Christmas & Boxing Day: Monday 25 December and Tuesday 26 December 2023

New Year's Day: Monday 1 January 2024

Chinese Lunar New Year: Saturday 10 February - Monday 12 February 2024, Tuesday 13 February - Wednesday 14 February 2024 as Weekend Compensation for Saturday 10 February - Sunday 11 February 2024

Qing Ming: Thursday 4 April 2024

Labor Day: Wednesday 1 May 2024

Dragon Boat Festival: Monday 10 June 2024

Useful Contacts

The Hub

The Hub is a one-stop services venue where students can access to the university services provided by services units ranging from general enquiries, card services, stamp services, finance, document collection and submission, and insurance consultation as well as other specialized services offered by central departments such as Finance Office and Academic Services Office.

Portland Building 120

t: +86 (0)574 88180000-8062
e: TheHub@nottingham.edu.cn

Student Recruitment and Admission Office

Trent Building 234

t: +86 (0)574 8818 0000-0182
e: admissions@nottingham.edu.cn

Careers and Employability Service

Trent Building 228

t: +86 (0)574 8818 0000-8096
e: careers@nottingham.edu.cn

Graduate School

Trent Building 451-2

t: +86(0)574 8818 0000- 6417
e: PGR@nottingham.edu.cn

Academic Services Office

Provides academic support for teaching staff and students. It is responsible for central timetabling, room booking, examination administration, student records maintenance, academic related documents production as well as receiving enquiries from students regarding academic appeals and matters relating to academic misconduct.

Trent Building 240

t: +86 (0)574 88180000-7602
e: ASO@nottingham.edu.cn

IT Services

IT Services can provide technical support on aspects of computing, research, learning & teaching and administration at the University.

Trent Building 305

t: +86(0)574 8818 0009
e: itservicedesk@nottingham.edu.cn

Global Engagement Office

Information on student visas, residence permits, and the management of overseas student exchange and study abroad programmes.

Trent Building 222

t: +86 (0)574 8818 8818 0000-7601
e: international@nottingham.edu.cn

Finance Office

Portland Building 120

t: +86 (0)574 8818 0000-7603
e: studentfinancialservice@nottingham.edu.cn

Library, Research and Learning Resources

t: +86 (0)574 8818 0000-8152
e: library@nottingham.edu.cn

Department of Campus Life

The Department of Campus Life (DCL) provides an extensive range of administrative and support services to all students of the university. It encompasses quality services in the areas of wellbeing support, extracurricular engagement and initiatives for diversity and social inclusion.

Trent Building 254

t: +86 (0)574 8818 0000-1397
e: DCL@nottingham.edu.cn

Confucius Institute

Non-credit Chinese language study and HSK (Chinese language proficiency test) services

Trent Building 428

t: +86(0)574 88180000-1394
e: confucius.institute@nottingham.edu.cn

Security and Safety Office

Trent Building 216

t: +86 (0)574 8818 0111
e: SSO@nottingham.edu.cn

Health and Wellbeing Centre

Building 23

e: universitycounsellingservice@nottingham.edu.cn

Disability Support

t: +86(0)574 88180000-8169
e: disability-support@nottingham.edu.cn

Lost and Found Service

The Hub, Portland Building 120

t: +86 (0)574 88180000-8062
e: zbrzlostfound@nottingham.edu.cn

Clinic

Building 23

24/7 medical service

t: 8818-0120 or 15168185997 for emergency
e: UNNC.clinic@nottingham.edu.cn

Insurance Consultation

t: 10108686
e: nottingham@cpic.com.cn

Reception desk of dormitory

Building 11: +86 (0)574 8814 9011

Building 18: +86 (0)574 8814 9018

Building 20: +86 (0)574 8814 9020

Hall Tutor

Hall Tutors are to make sure that all students follow the Code of Conduct in the Residential Area, and work as the point of contact for students needing minor assistance or support within student residence when on duty from 7pm to 8am during the semester.

Hall Tutor hotlines:

Building 11, 12B, 18 and 20:
+86-13429233059(temporary)

Building 12A, 13, 14 and 15:
+86-13429228594(temporary)

Emergency contact

Police: 110

Fire: 119

Traffic Accident: 122

Ambulance: 120



- | | | |
|--|---------------------|----------|
| | Fire assembly point | 紧急疏散集合点 |
| | Building entrances | 建筑入口 |
| | Clinic | 诊所 |
| | Reception | 问询处 |
| | ATM | 取款机 |
| | Accessible Toilet | 无障碍卫生间 |
| | Accessible Entrance | 无障碍出入口 |
| | Subway | 地铁口 (在建) |
| | Bus stop | 公交车站 |
| | Bicycle parking | 自行车停放处 |
| | Car parking | 机动车停车场 |
| | Basement parking | 机动车地下停车场 |
| | Academic buildings | 教学办公建筑 |
| | Residences | 宿舍公寓 |
| | Other services | 其他服务 |

- | | |
|---|------------|
| Trent Building (TRENT) | 1 |
| 行政楼 | |
| Student Recruitment and Admission Office | A |
| 招生办 | |
| Arabica Restaurant | B |
| 阿兰碧卡餐厅 | |
| The Sir Peter Mansfield Building (PMB) | 2 |
| 理工楼 | |
| YANG Fujia Building | 3 |
| 杨福家楼 | |
| Auditorium | 4 |
| 思源报告厅 | |
| The Portland Building (PB) | 5 |
| 学生服务楼 | |
| Starbucks Coffee Shop | C |
| 星巴克咖啡 | |
| The Hub | D |
| 学生服务中心 | |
| Li Dak Sum Yip Yio Chin Kenneth Li Library | 6 |
| 李达三叶耀珍伉俪李本俊图书馆 | |
| Staff Hotel | 7 |
| 教师宾馆 | |
| LA Hotel | E |
| 博雅国际交流中心 | |
| Student Canteen | 8 |
| 学生餐厅 | |
| Villas | 9,10 |
| 别墅 | |
| Student Residences | 11-20, 22. |
| 学生宿舍 | |
| The Third Canteen | F |
| 第三餐厅 | |
| The Third Space | G |
| 第三空间 (四食堂) | |
| Sir Colin Campbell Building (Sports Centre) | 21 |
| 体育馆 | |
| Residence | 23 |
| 宿舍楼 | |
| Clinic | H |
| 医务室 | |
| Health and Wellbeing Centre | I |
| 身心健康中心 | |
| The Lord Dearing Building (DB) | 24 |
| 新教学楼 | |
| The D.H. Lawrence Auditorium (New Audi) | 25 |
| 新报告厅 | |
| New International Conference Centre (NICC) | 26 |
| 新国际会议中心 | |
| Centre for Sustainable Energy Technologies (CSET) | 27 |
| 可持续能源技术研究中心 | |
| Staff Apartments | 28 |
| 教师公寓 | |
| Sir David and Lady Susan Greenaway Building (IAMET) | 29 |
| 海洋经济研究院 | |
| Innovation and Enterprise Building (IEB) | 30 |
| 国际创新创业大楼 | |
| International Conference Centre (ICC) | 35 |
| 国际会议中心 | |
| Music Plaza | 36 |
| 小悉尼 | |
| Outdoor Sports Facilities | 37 |
| 室外运动场地 | |
| Ornamental Gardens | 38 |
| 公园 | |



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