



University of  
Nottingham

UK | CHINA | MALAYSIA

# Welcome to University of Nottingham Ningbo China

A guide for new  
international students  
2020/21

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[www.nottingham.edu.cn/en/Global/](http://www.nottingham.edu.cn/en/Global/)



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## Check List- Before Your Travel

1. I have accepted my place and paid my deposit (degree students only)	<input type="checkbox"/>
2. I have applied for my accommodation and paid full fees	<input type="checkbox"/>
3. I have bought my flights and have booked my airport pick-up in the University online application system	<input type="checkbox"/>
4. I have paid all my first year fees	<input type="checkbox"/>
5. I have bought my compulsory medical insurance	<input type="checkbox"/>
6. I have applied for and received my visa for entry into China	<input type="checkbox"/>
7. I have my original, unconditional offer letter, original application documents and original diploma and transcript from previous schools	<input type="checkbox"/>
8. I have an original copy of my medical report, laboratory result and X-ray film (if applicable)	<input type="checkbox"/>
9. I have several photocopies and e-copy of my passport and visa page	<input type="checkbox"/>
10. I have at least six passport-sized photos with white background	<input type="checkbox"/>
11. I have Chinese currency, a credit card (and/or debit card with overseas access) and cash available for the journey and for the first four weeks	<input type="checkbox"/>
12. I have a supply and description of any prescribed medication I'm taking	<input type="checkbox"/>
13. I have a list of important contact details	<input type="checkbox"/>
14. I have a prepaid phone card and/or a mobile phone with sufficient credit in case of an emergency	<input type="checkbox"/>
15. I know how I will get from the airport to the University (if not using the airport pick-up service) and I have a University contact number	<input type="checkbox"/>
16. I have learned about Ningbo and downloaded useful apps to help me get around China	<input type="checkbox"/>
17. I have completed online registration and activate University IT account	<input type="checkbox"/>
18. I have checked my email box for pre-arrival emails	<input type="checkbox"/>

## Getting to the University

You are suggested to use the free airport pick-up service to the University. Detailed information on how to travel to the campus is as below should you choose to travel on your own.

### 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 student ID card is your key to enter your dorm building, also necessary to access to 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 Welcome Week

You will need the following items for registration:

- Your original unconditional offer letter
- Your original certificates and references, if you applied by email – you will not be able to register without your original diploma and transcript (degree students only)
- Your original passport and a copy of passport identity page and visa page
- Receipt of your tuition fee payment – if you have not paid your tuition fees you will be told how to do this and this should be completed ASAP

Welcome 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 Service, International Student Support, UNNC Library and more;
- Faculty welcome sessions
- Events and activities to meet people, build friendships and join clubs and societies

The full Welcome Week programme will be available a few weeks before Welcome Week. Students can find information in the University online application system and will also be notified the programme by email.

## 4 Attend a health check (for X1 visa holders only)

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 Welcome 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 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 is with the Immigration Office. You will get a receipt, which can be used to travel within Chinese 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
Book fee (per year)	¥2,500
Prepaid water & electricity fee for your accommodation	¥200
Insurance (per year)	¥800
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



instant messaging  
**WeChat**



taxi-calling  
**Didi Chuxing**



online payment  
**Alipay**



online shopping  
**Taobao**



railway ticket booking  
**China Railway 12306**



hotel booking  
**Ctrip**

## Getting around

### Taxi

Taxi is a popular and affordable way to get around the city. By showing the driver an address in Chinese and in most cases they'll 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 three 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.

### Bicycle & e-bike sharing

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

### 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 the Chinese 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. The

airport is fairly small, with a limited number of shops and a few restaurants. There is an ATM in the domestic departures hall.

### Didi Chuxing

Didi Chuxing is a large ride-sharing company. It provides services including taxi hailing and private car hailing, etc. When you can not wait for a taxi or bus, using the Didi app at the peak time or make a reservation will be more convenient.

### 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.

### 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/>

## 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 at	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		Incitry, Decathlon, Ningbo Passenger Transportation Centre	
206		Wanda Plaza, Kaiming Street	Operation Hours 19:15-22:45
368		Wanda Plaza, Yinzhou No.2 Hospital	
166 East route 东环线	Turn right out of Gate 1 and cross the road.	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		Tianfeng Tower	
118		Wanda Plaza, Tianfeng Tower	
367		Incitry, Metro	Infrequent. Also has a stop near Gate 4

# Provisional Key Dates of Academic Year 2020/21

**Autumn Semester:** Monday 14 September 2020 - Saturday 16 January 2021

**Spring Semester:** Monday 22 February - Friday 11 June 2021

## Registration

**Year 1 Students & Direct Entry Year 2/3/4, One Year Masters:** Saturday 12 September 2020

**Returning Students (Autumn Semester):** Friday 18 September 2020

**Returning Students (Spring Semester):** Monday 22 February 2021

**PGR:** Saturday 12 September 2020; Monday 22 February 2021

## Examination

**Autumn semester:** Monday 28 December 2020 - Saturday 16 January 2021 - including Saturdays

**Spring semester:** Monday 17 May - Saturday 5 June 2021 - including Saturdays

**Late summer resits:** Year 1 Monday 16 - Saturday 21 August 2021; Year 2/3/4/Master Monday 16 - Saturday 28 August 2021

## Holidays

**Mid-Autumn Festival:** Thursday 1 October 2020, Tuesday 29 September 2020 as Compensation for the overlapped Mid-autumn and National Holiday

**National Day Holiday:** Thursday 1 October to Saturday 3 October 2020, Wednesday 30 September 2020 as Weekend Compensation for Saturday 3 October 2020

**Christmas & Boxing Day:** Friday 25 December 2020, Thursday 24 December as Weekend Compensation for Saturday 26 December 2020

**New Year's Day:** Friday 1 January 2021

**Chinese Lunar New Year:** Friday 12 February - Sunday 14 February 2021, Monday 15 February and Tuesday 16 February as Weekend Compensation for Saturday 13 February - Sunday 14 February 2021

**Qing Ming:** Sunday 4 April 2021, Monday 5 April 2021 as Weekend Compensation for Sunday 4 April 2021

**Labor Day:** Saturday 1 May 2021, Monday 3 May as Weekend Compensation for Saturday 1 May 2021

**Dragon Boat Festival:** Monday 14 June 2021

# 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 submissions, and official documentation as well as other specialized services offered by central departments such as Finance Office, Global Engagement Office and Academic Services Office.

### Portland Building 120

t: +86 (0)574 88180000-8062

e: [TheHub@nottingham.edu.cn](mailto:TheHub@nottingham.edu.cn)

## Admissions & Career Development Office

### Admissions Team

#### Trent Building 226

t: +86 (0)574 8818 0000-8921

e: [international\\_admissions@nottingham.edu.cn](mailto:international_admissions@nottingham.edu.cn)

### Careers Team

#### Trent Building 228

t: +86 (0)574 8818 0000-8441

e: [careers@nottingham.edu.cn](mailto:careers@nottingham.edu.cn)

## Graduate School

### Trent Building 341

t: +86(0)574 8818 0000- 6417

e: [PHDAdmissions@nottingham.edu.cn](mailto:PHDAdmissions@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](mailto:ASO@nottingham.edu.cn)

## IT Services

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

### Portland Building 302

t: +86(0)574 8818 0009

e: [itservicedesk@nottingham.edu.cn](mailto:itservicedesk@nottingham.edu.cn)

## Global Engagement Office

Information on student visas, residence permit, and the management of overseas student exchange and study abroad programme.

### Trent Building 350

t: +86 (0)574 8818 8818 0000-8724

e: [international@nottingham.edu.cn](mailto:international@nottingham.edu.cn)

## Finance Office

### Portland Building 120

t: +86 (0)574 8818 0000-9959

e: [studentfinancialservice@nottingham.edu.cn](mailto:studentfinancialservice@nottingham.edu.cn)

## Library, Research and Learning Resources

t: +86 (0)574 8818 0000-8152

e: [library@nottingham.edu.cn](mailto:library@nottingham.edu.cn)

## Department of Campus Life

Seeks to enhance all-embracing campus life and experience.

### Portland Building 103

t: +86 (0)574 8818 0000-8134

e: [dcl@nottingham.edu.cn](mailto:dcl@nottingham.edu.cn)

## Confucius Institute

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

### Trent Building 451

t: +86(0)574 88180000-8114

e: [confucius.institute@nottingham.edu.cn](mailto:confucius.institute@nottingham.edu.cn)

## Security and Safety Office

t: +86 (0)574 8818 0111

e: [SSO@nottingham.edu.cn](mailto:SSO@nottingham.edu.cn)

## University Counselling Service

### Trent Building 324-6

t: +86 (0) 574 8818 0000-1457

e: [universitycounsellingservice@nottingham.edu.cn](mailto:universitycounsellingservice@nottingham.edu.cn)

## Disability Support

t: +86(0)574 88180000-8169

e: [disability-support@nottingham.edu.cn](mailto: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](mailto:zbrzlostfound@nottingham.edu.cn)

## Clinic

### Portland Building 113

24/7 medical service

t: 8818-0120 or 15168185997 for emergency, 24/7

e: [UNNC.clinic@nottingham.edu.cn](mailto:UNNC.clinic@nottingham.edu.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

t: +86-183 5848 0250

## Emergency contact

Police: 110

Fire: 119

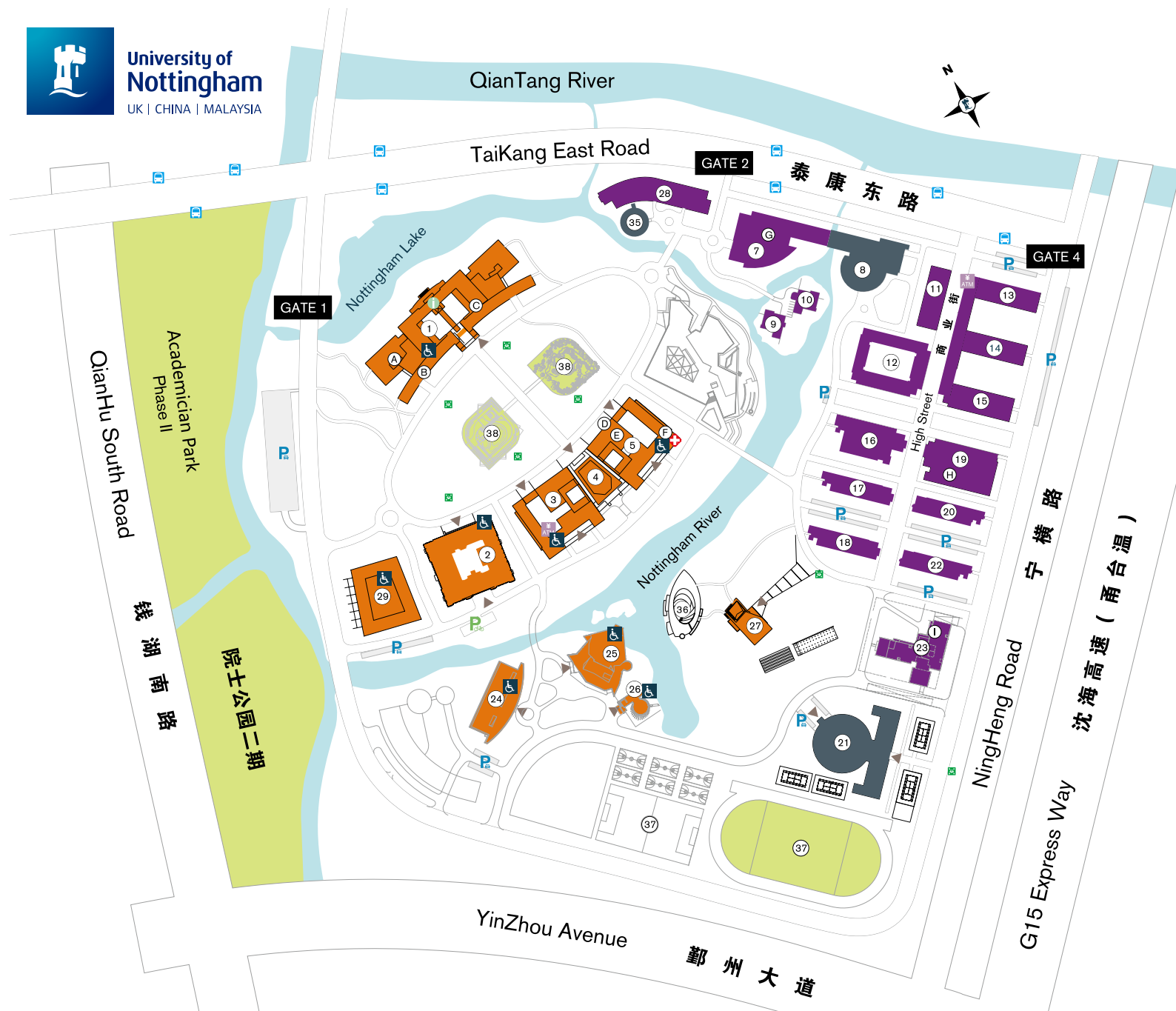
Traffic Accident: 122

Ambulance: 120





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- 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
- Bus stop 公交车站
- Bicycle parking 自行车停放处
- Car parking 机动车停车场
- Academic buildings 教学办公建筑
- Residences 宿舍公寓
- Other services 其他服务

- Trent Building (TRENT)** 行政楼 1
- Library** 图书馆 A
- Admissions and Career Development Office** 招生就业办公室 B
- Arabica Restaurant** 阿兰碧卡餐厅 C
- The Sir Peter Mansfield Building (PMB)** 理工楼 2
- Teaching Building (TB)** 教学楼 3
- Auditorium** 思源报告厅 4
- The Portland Building (PB)** 学生服务楼 5
- Starbucks Coffee Shop** 星巴克咖啡 D
- The Hub** 学生一站式服务中心 E
- Clinic** 医务室 F
- LA Hotel** 博雅宾馆 7
- Robin Hood Restaurant** 罗宾汉餐厅 G
- Student Canteen** 学生餐厅 8
- Villas** 别墅 9,10
- Student Residences** 学生宿舍 11-20, 22
- Halal Canteen** 清真餐厅 H
- Sir Colin Campbell Building (Sports Centre)** 体育馆 21
- Residence** 宿舍楼 23
- Residential College** 学生事务中心 I
- The Lord Dearing Building (DB)** 新教学楼 24
- The D.H. Lawrence Auditorium** 新报告厅 25
- New International Conference Centre** 新国际会议中心 26
- Centre for Sustainable Energy Technologies (CSET)** 可持续能源技术研究中心 27
- Staff Apartments** 教师公寓 28
- Sir David and Lady Susan Greenaway Building** 海洋经济研究院 29
- International Conference Centre (ICC)** 国际会议中心 35
- Music Plaza** 小音乐 36
- Outdoor Sports Facilities** 室外运动场地 37
- Ornamental Gardens** 公园 38



