



四川外国语大学
SICHUAN INTERNATIONAL STUDIES UNIVERSITY



Sichuan International Studies University

Guide for International Teachers

(Revised Edition 2024)





Dear international colleagues:

A warm welcome to Sichuan International Studies University (SISU)!

For the convenience of your work and life during your stay, we have prepared this guide with very important and useful information for you. Please read it carefully and be assured we are happy to help you if you need us.

We sincerely wish you a pleasant and successful stay at SISU!

International Office
Sichuan International Studies University



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1. About SISU

Sichuan International Studies University (Chuan Wai or SISU for short), one of the first four state-run foreign language colleges in China, sits in Shapingba District, Chongqing Municipality. It is a full-time university approved by the Ministry of Education and run by Chongqing Municipal People's Government. The university is a key provider of foreign language and international communication professionals and a leader in international studies, economics and foreign trade research in the southwest region of China. (From: official website of SISU; https://en.sisu.edu.cn/About_SISU/SISU_Profile/index.htm)

There are more than 17,000 full-time students and over 1,500 faculty members, including 60+ foreign teachers. The university offers full-time undergraduate, and graduate programs. It has 22 teaching units, 1 affiliated middle school, and 1 affiliated elementary school. There are 53 undergraduate majors, of which 24 are foreign language majors (22 foreign languages).

Here are brief introductions to the relevant departments:

1.1. **International Office** is in charge of the general affairs of foreign teachers in the university. It is responsible for the recruitment and management of foreign teachers, including handling work permits, visas, and other relevant work procedures, managing employment contract, conducting annual performance evaluations, and so on.

◆ Address: A410, Lide building, West (upper) campus

◆ Office hours: 8:00-12:00 & 14:30-17:30, Monday to Friday (except statutory holidays)

◆ Office number: 023-65157629 Fax: 023-65385875

◆ E-mail: faosisu@sisu.edu.cn

If you plan to visit the International Office, please contact us in advance to make an appointment, in case the staff are out on business.

1.2. **Secondary College** is the department your work for, providing guidance and supervision in your daily work. There will be one co-teacher assigned to

foreign teachers in every college. If you encounter problems and difficulties in daily life or teaching, the co-teacher will be your first contact. Their duties include: providing help to foreign teachers when they take office; helping with applications for the rearrangement of classes and sick leave; passing on notices and information from the International Office or the college, and so on.

- 1.3. **Logistics Department** is responsible for the general management of foreign teachers' apartments, including affairs such as check-in and check-out procedures, network access, utilities (water, electricity, and gas), residence registration, daily maintenance, repairs and etc.
- 1.4. **Financial Department** is responsible for the overall budget, salary payment, reimbursement review and approval, and individual income tax affairs for the university.
- 1.5. **Human Resources Department (HR)** is responsible for the personnel management of faculty and staff at the university. The professional title evaluation and social insurance application for foreign teachers will be carried out by the HR and International Office. In addition, the HR is also responsible for the recruitment and management of foreign experts and short-term visiting scholars.
- 1.6. **Security Department, School Infirmary, Faculty Development Center, Network Information Center** and other departments are responsible, respectively, for the university's security, medical care, teacher training, school ID & network, and so on. The Security Department is also in charge of vehicle information registration, 1.6.and the Network Information Center is also in charge of the running of Wecom.

2. Work Permit & Residence Permit Application

2.1. Application for New Permits

Upon the new teacher's arrival on campus:

Within 24 hours, please go to the local police station for residence registration. (Teachers who live on campus can do this with the help of the Logistics Department.)

Within 3 work days, please go to a photo studio to take 2-inch ID photos with a white background and collect the photo receipt. Then go to Chongqing International Travel Healthcare Center for a physical examination. The address of the center is: No.185 Hongshi Rd, Yubei District, Chongqing. (Please do not eat or drink 8-12 hours before the exam.)

Within 5 work days, please go to the International Office to submit the required documents and sign the employment contract. Documents needed are: a. original passport; b. residence registration receipt (digital version also works); c. 2 copies of 2-inch ID photos with a white background, plus the photo receipt; d. physical examination report.

After receiving all the necessary documents, it takes about 2 weeks for the application of a Work Permit from the Chongqing Foreign Experts Bureau to be processed. Once the application is approved, staff of the International Office will take you to the Exit and Entry Bureau in Shapingba District for a Residence Permit application. This procedure takes 3-4 weeks before the permit is issued (the same time will be needed for the renewal procedure).

2.2. Contract and Permits Renewal

In May and November of each year (approximately 3 months before the expiration of the contract), we will start to collect the renewal status of foreign teachers from each college. After getting approval from the university, the Work Permit and Residence Permit will be renewed accordingly.

We suggest you pay attention to the expiration dates of your passport, work permit, and residence permit. If the validity of your passport is less than 1 year, please go to apply for a timely replacement. After getting a new passport, please come to scan and keep a copy at the International Office. Also report to the local police station to update your residence registration. If the validity of your work permit is less than 2 months or the residence permit is less than 1 month, please

contact the International Office in time to handle the renewal procedures. When applying for renewals, please prepare the following documents: original passport, 2 recent two-inch ID photos with a white background, photo receipt, and residence registration receipt.

2.3. Resignation Procedure

If the two parties, after discussion, are not going to renew the contract, please finish the resignation procedures before you leave.

2.3.1. Finish the work assigned by your college in time.

2.3.2. Go to the International Office to sign and collect the resignation certificate.

2.3.3. Go to the Logistics Department to complete the check-out procedures for the apartment, such as inventorying supplies, returning keys, and settling utility bills.

2.3.4. Return books borrowed from the school library.

2.3.5. Cancel your vehicle records registered at the Security Department.

2.3.6. Other matters.

3. Living in SISU

3.1. Regulations of Accommodations on Campus

SISU provides free on-campus accommodations with necessary living conditions to foreign teachers. Please go to the Logistics Department for check-in procedures and comply with the relevant regulations.

3.1.1. The apartment is provided to the foreign teacher only. Transference or sublease of the apartment is absolutely prohibited.

3.1.2. If your family members are going to stay with you on campus, please report all relevant information to the Logistics Department for approval in advance.

3.1.3. The staff will take you to the apartment and verify the items provided (including basic furniture, appliances, etc.) when you first check-in. Please ask for permission before dealing with the providing items, and do not discard or transfer them. Please contact the building manager in a timely

manner if anything needs to be repaired. When checking out, please contact the building manager in advance to verify the items and return the keys. If any item is lost or damaged due to improper use, compensation will be required according to the relevant regulations.

- 3.1.4. Please pay attention to fire safety. Keep the fire engine access clear, and do not put odds and ends near the fire extinguisher. Open your apartment windows at times to keep the rooms ventilated. Do not put flammable or explosive things in your room.
- 3.1.5. Please pay attention to the safe use of electrical appliances. Do not use high-power appliances for a long time or when it's not under your watch. Turn off electrical appliances when going out or having a rest, in case of fire. Please unplug appliances such as the electric kettle, induction cooker, water heater, and so on when they're not in use. Please use power strips from a good brand, and do not connect multiple high-power electrical appliances to the same power strip at the same time.
- 3.1.6. Pets are not allowed in the apartment.
- 3.1.7. Please keep the interior and surrounding environment clean and tidy. Keep quiet as well.
- 3.1.8. Upon your first arrival and your return back to school from each holiday, please contact the manager within 24 hours and provide relevant passport information for residence registration.

3.2. Useful Apps and Websites

3.2.1. Apps

Mobile phones have made our daily lives much more convenient. Here are some apps that are frequently used at SISU or in China.

① *WeCom*

Its functions include daily work communication, facial recognition at the campus gate, e-payment, schedule of classes, etc. You can follow the instructions below:

- ◆ Download Wecom from the official App store
- ◆ Scan the QR code below through your WeChat account



New users need to be verified when they first log-in. If you forget your password, please check the website below and reset your password through your e-mail: <https://nic.sisu.edu.cn/cyfw/mmfw/index.htm>

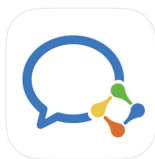
◇ User ID: your school ID.

◇ Initial Password: sisu+the last six numbers of your school ID or your passport ID. (For example: sisu123456)

**Note: Your college will help you apply for a school ID when you take office.
We suggest you link the account to your email and change the initial password for safety.**

◆ How to activate the Campus Entrance System

◇ Step 1, log in to “Wecom”



◇ Step 2, tap “Workspace” on bottom of the main interface



◇ Step 3: a. Tap “Facial image capturing”, take a picture or submit a picture

of yourself; or b. Tap “QR code for entrance system”, scan the QR for entrance (valid for 20 seconds)



Facial image capturing



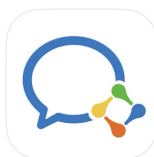
QR code for entrance system

Note: the picture you take or submit should meet the following standards, or it may not be recognized by the system:

- A recent ID photo with your face straight to the camera, bareheaded, and showing your forehead and ears
- White background, no backlight, no PS
- Save the photo in JPG format, about 150-200KB in size
- More than 60 pixels between your eyes

◆ How to pay for a meal or in the campus canteens and shops

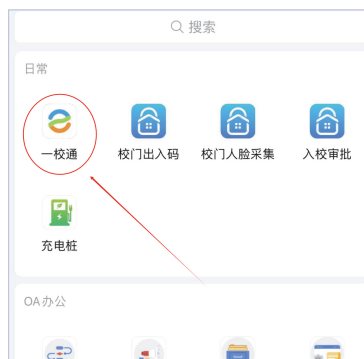
◇ Step 1, open Wecom



◇ Step 2, tap “Workspace” on the main interface



◇ Step 3, tap “一校通”



◇ Step 4, tap “付款码” and show the QR code to pay



WeCom has many other functions on campus, you can check it at the official website of the Network Information Center: <https://nic.sisu.edu.cn/zxgk/tzgg/ca36a4f0d99d46d9b5aa34dd2ca4e884.htm>

② WeChat and QQ

These are the two most widely-used social media platforms in China. You can use them for daily communications with your students and colleagues, work contacts, sharing daily life with your friends, and so on. Besides, you can pay bills through WeChat in many shops and restaurants in China.

You can also add "Foreign Teachers of SISU", a WeChat group created and managed by the International Office, in which we publish important and useful information such as activity and holiday notices.



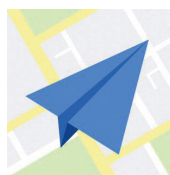
③ *Alipay*

This is the most widely-used e-payment app. You can use it when shopping or taking public transportation.



④ *Maps*

Baidu and Amap are commonly used map navigation apps in China. They help people with travel routes, navigation, positioning, taking taxis, and so on.



⑤ *Meituan*

This is a comprehensive platform that provides services including dining, takeouts, hotel reservations, travelling, booking movie tickets, and so on.



⑥ *Railway 12306*

This is an official railway ticket-selling platform in China, where users are able to book railway tickets on their phones.



Attention please! Mobile phones make our life easier, but it may also risk our personal privacy and property safety. Please download apps from official app stores and use the official versions. Do not download apps from any QR code or link provided by others. Do not answer or reply to any dubious telephone calls or messages. Do not go to websites or click on any links unless you know they're legit. Do not transfer money to strangers in case of telecommunication fraud. Do not disclose important information such as your account password or mobile phone verification code to others unless it's necessary.

3.2.2. Useful Websites

① The Official Website of SISU

Website address: <https://www.sisu.edu.cn/>



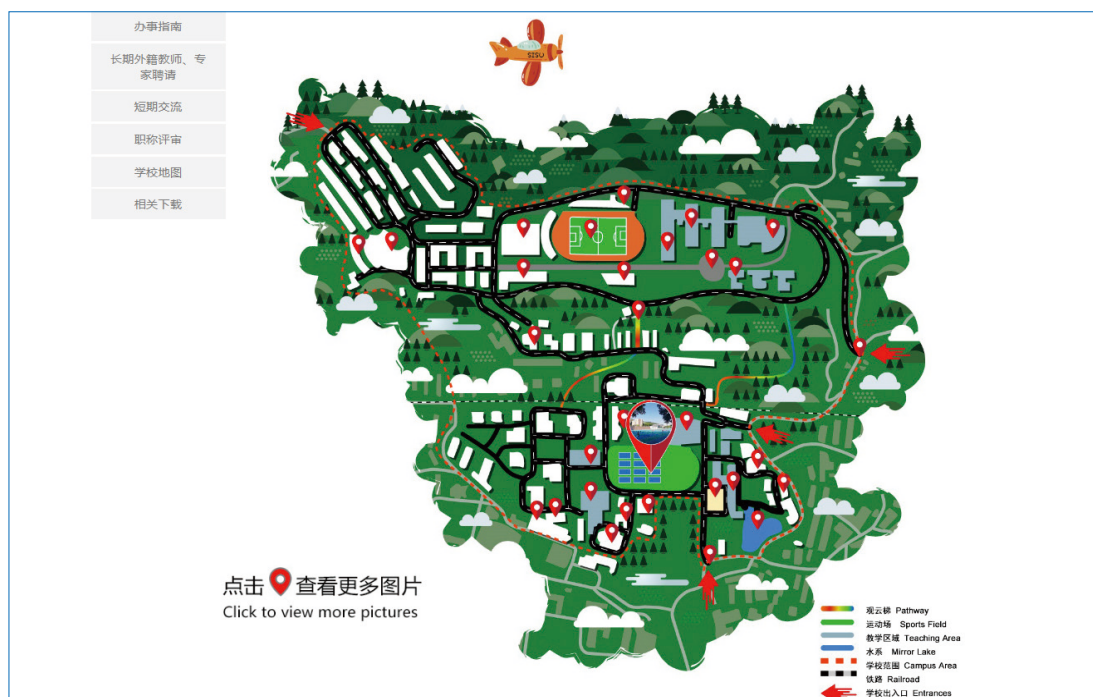
② The Official Website of the International Office of SISU

Website address: <https://wsc.sisu.edu.cn/>



③ School Map

Website address: <https://wsc.sisu.edu.cn/dwyz/xxdt/index.htm>



3.3. Surroundings and Transportation

SISU is located in Shapingba District of Chongqing City. The bus station is at the main gate of SISU, and it takes about 10 minutes to walk to the subway from the main gate. Reaching the nearest commercial district, Sanxia Square, only requires a 15 minutes ride, just two stops away! It is very convenient to live in SISU since it is surrounded by many shops, banks, restaurants, and so on.

3.3.1. Public Transportation to SISU

You can take bus No.210 or No.821 from the outside to reach SISU. If you choose to take the subway, you can take Line 1 and get off at Lieshimu station and then walk to SISU. If you're going out, you can take bus No.210 at the gate or walk to Lieshimu for subway Line 1.

Shuttle buses travel around campus. The location for boarding the shuttle buses on lower campus is near the auditorium. On upper campus, you can get on the shuttle at the Library or near the students' dormitory. SISU provides special

shuttle buses for faculty, and you can check their timetable on the “Campus Daily” app.



3.3.2. Airports and Train Stations

There is 1 international airport and 3 train stations in Chongqing. Here are several transportation routes for your reference, or you can just search the route through the map navigation apps.

① *SISU-Chongqing Jiangbei International Airport*

Take subway Line 1 from Lieshimu station (Terminal Station: Chaotianmen) to Qixinggang station and then transfer to Line 10 (Terminal Station: Wangjiazhuang) to T3 of Jiangbei International Airport.

② *SISU-Chongqing North Railway Station*

Take subway Line 1 from Lieshimu station (Terminal Station: Chaotianmen) to Qixinggang station and then transfer to Line 10 (Terminal Station: Wangjiazhuang) to Chongqing North Railway Station.

③ *SISU-Chongqing West Railway Station*

Take subway Line 1 from Lieshimu station (Terminal Station: Chaotianmen) to Shiqiangpu station, and then transfer to Line 5 (Terminal Station: Tiaodeng) to Chongqing West Railway Station.

④ *SISU-Shapingba Railway Station*

Take bus No.210 from Chuanwai station or take subway Line 1 from Lieshimu station (Terminal Station: Chaotianmen) to Shapingba Railway Station.

3.3.3. Dining, Shopping and Entertainment

There are many shops and canteens both on campus and near SISU as well as many commercial districts and shopping malls spread throughout the city.

① *Sanxia Square (It's about 3km from SISU)*

Transport: You can take subway Line 1 (Terminal Station: Chaotianmen) to Shapingba station or take bus No.210 to Chenjiawan station.

② *Longhu Times Sky Street (It's about 8km from SISU)*

Transport: You can take subway Line 1 (Terminal Station: Chaotianmen) to Shiyoulu station.

③ *Guanyinqiao Pedestrian Street (It's about 9.5km from SISU)*

Transport: You can take subway Line 1 (Terminal Station: Chaotianmen) to Shapingba station and then transfer to Line 9 (Terminal Station: Huashigou) to Guanyinqiao Pedestrian Street.

④ *Jiefangbei Pedestrian Street (It's about 14km from SISU)*

Transport: You can take Line 1 (Terminal Station: Chaotianmen) to Xiaoshizi station.

3.3.4. Hospitals

The school infirmary is near the sports field on East (lower) campus.

◇ Office number: 023-65383213

◇ Office hours: 8:30 -12:00 & 15:00-18:30, Monday through Friday

◇ Emergency: 24 hours on duty

There are several large public hospitals in Chongqing, some of which are located in Shapingba District. If you feel uncomfortable, please go to see a doctor.

① *Southwest Hospital*

Address: #30 Gaotanyanzheng Street, Shapingba District

② *Xinqiao Hospital of Army Medical University*

Address: #83 Xinqiaozheng Street, Shapingba District

③ *ChongQing Cancer Hospital*

Address: #181 Hanyu Rd, Shapingba District

④ *Chongqing Shapingba Traditional Chinese Medicine Hospital*

Address: #167 Yanggongqiao, Shapingba District (the nearest hospital)

⑤ *Daping Hospital*

Address: #10 Changjiangzhi Rd, Yuzhong District

⑥ *The First Affiliated Hospital of Chongqing Medical University*

Address: #1 Youyi Rd, Yuanjiagang, Yuzhong District

⑦ *The Second Affiliated Hospital of Chongqing Medical University*

Address: #76 Linjiang Rd, Yuzhong District

It is suggested that you choose public hospitals for sickness or disease. If you want to reimburse your expenses, please keep the invoices and payment records from the public hospitals.

3.3.5. Delivery

SISU's address for mail and express: Sichuan International Studies University (Upper Campus) / (Lower Campus), #33 Zhuangzhi Rd, Tongjiaqiao Street, Shapingba District, Chongqing Municipality

3.3.6. Travelling

China is a country with beautiful natural scenery, and there are many world-famous scenic spots, some of which are in Chongqing. You're welcomed to sightsee in your spare time.

① *The Wulong Karst (in Wulong District)*



It's a perfect place to admire beautiful natural landscape and typical karst landforms, and it's also a precious eco-system site, famous for its topography all over the world (especially the Tiankeng natural sinkhole).

② *The Dazu Rock Carvings (in Dazu District)*



The Dazu Rock Carvings are located in the north of Dazu County, 55 kilometers away from downtown Chongqing. The carvings can be traced back to A.D.758 during the Tang Dynasty. With more than 50,000 statues in 144 protected sites, these rock carvings gained fame as “the Pearls of Oriental Art”.

③ *The Yangtze Three Gorges (from Fengjie, Chongqing to Yichang, Hubei province)*



There are three raging rocky gorges on the Yangtze River named the Three Gorges, Sān Xiá. The 192 kilometre-long gorges are nestled between mountains more than 1,000 meters high on both sides. The main part of the key water project at Sān Xiá was finished in 2006, and the dam is now able to control floods and generate electric power. It hosts the largest hydroelectric station in the world.



④ *The Ancient Town of Ciqikou (in Shapingba District)*

Situated along the Jialing River in Shapingba District of Chongqing City, Ciqikou Ancient Town was built in the Song Dynasty. It was an important ferry terminal along the Jialing River. It represents rich folk cultures, each with their own characteristics, and is known as the epitome and symbol of Chongqing because of its traditional street paved with flagstones and its thousand-year history.

4. Work in SISU

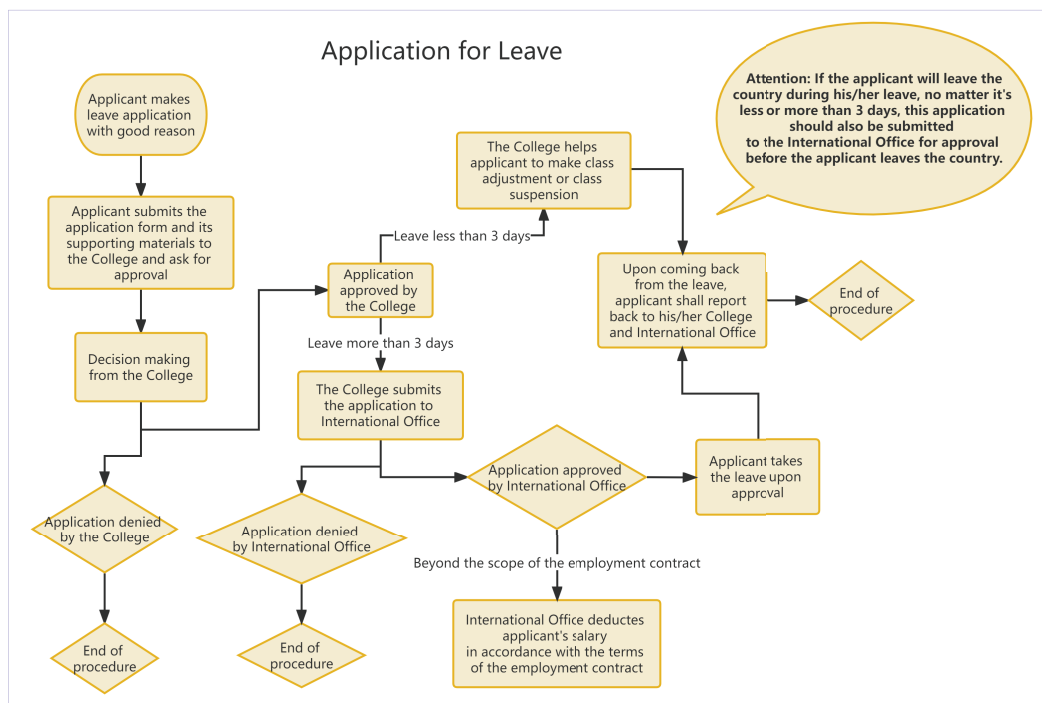
4.1. Teaching Requirements & Management Duties

There are detailed terms concerning teaching requirements and management duties in your employment contract. Besides those, all teachers should abide by the teaching management regulations of SISU. Here are some importance excerpts:

- 4.1.1. Teachers shall strictly abide by the teaching discipline, go to and from classes on time, and shall not be late or leave early.
- 4.1.2. Teachers should observe the following: Dress and behave properly in classes. Teach in Mandarin or their foreign language. Follow the timetable stipulated by the school and arrive at classrooms in advance to ensure sufficient time for preparation. Start and finish classes as scheduled and allocate teaching times appropriately.
- 4.1.3. Teachers are responsible for checking the attendance and supervising students to maintain classroom disciplines.
- 4.1.4. Teachers should cooperate with the arrangements of SISU and their colleges. Rescheduling, suspending or taking over classes privately is not allowed. If this is needed, please first ask for permission from their college in advance.
- 4.1.5. If a teacher meets any of the following situations, they can apply to reschedule their classes:
- ① *They go on a business trip, participate in major conferences, or take on work assigned by the university or college.*
 - ② *Their health condition does not allow them to attend classes, or something urgent happens to their direct relatives.*
- 4.1.6. For the detailed procedures of such applications, please check this document: 《四川外国语大学调停课及代课管理规定》.
- 4.1.7. In every semester, each class should not be rescheduled or substituted over 2 times or 6 periods.

4.2. Application for Leave

To ask for personal or sick leave, the applicant should apply for the rescheduling or suspension of their class from the Office of Undergraduate Academic Affairs. In addition, if it is more than 3 days or the applicant is leaving the country, they should also submit an application in advance to the International Office through their college.



4.3. Application for Flight Ticket and Medical Reimbursement

If you need to apply for reimbursement (according to the terms in the employment contract), please provide the materials as required to the International Office for approval. You can ask the International Office or the Financial Department for more details.

4.3.1. Materials needed for air ticket reimbursement

- ① *Boarding pass*
- ② *Itinerary*
- ③ *Formal invoice*
- ④ *Payment certificate*

4.3.2. Materials needed for medical reimbursement

- ① *Formal invoice*
- ② *Payment certificate*



Example of invoice



Payment certificate

5. Laws and Regulations

5.1. Relevant Documents of Laws and Regulations

International teachers and experts should observe the laws, decrees and relevant regulations enacted by the Chinese government, as well as the rules, regulations, and employment contracts of SISU. For details, please refer to the following laws and regulations:

5.1.1. Exit and Entry Administration Law of the People's Republic of China

From: National Immigration Administration

Website: <https://www.nia.gov.cn/n741440/n741547/c1013311/content.html>

5.1.2. Regulations on the Administration of Employment of Foreigners in China

From: Ministry of Human Resources and Social Security of the People's Republic of China

Website: http://www.mohrss.gov.cn/xxgk2020/gzk/gz/202112/t20211228_431655.html?eqid=b1b7c0070025abe20000000046426db76

5.1.3. Regulations of the People's Republic of China on the Entry and Exit Administration of Foreigners

From: Central People's Government

Website: <https://www.gqb.gov.cn/node2/node3/node5/node9/node107/userobject7ai1372.html>

5.1.4. Regulations on the Administration of Foreign Religious Activities in the People's Republic of China

From: National Bureau of Religious Affairs

Website: https://www.sara.gov.cn/gjzjswj/2022-10/25/article_2022102521283384730.shtml

5.1.5. Sichuan International Studies University Foreign Expert and Teacher Recruitment and Management Measures (Revised)

From: International Office of SISU

5.1.6. Sichuan International Studies University Foreign Teacher Evaluation and Employment of Professional and Technical Positions (Trial)

From: Office of Human Resources and International Office of SISU

5.1.7. Sichuan International Studies University Foreign Teacher Apartment Instructions

From: Division of Logistics and Infrastructure of SISU

5.1.8. Sichuan International Studies University Regulations on Basic Teaching

From: Office of Undergraduate Academic Affairs of SISU

5.1.9. Sichuan International Studies University Management Regulations on Teaching in Classrooms

From: Office of Undergraduate Academic Affairs of SISU

5.1.10. Sichuan International Studies University Management Regulations on Class Rescheduling, Suspension and Takeovers

From: Office of Undergraduate Academic Affairs of SISU;

5.2. Excerpts of Some Important Laws and Regulations

5.2.1. Teachers should observe the laws, decrees and relevant regulations enacted by the Chinese government and shall not interfere in China's internal affairs. It is strictly prohibited to engage or participate in any illegal or criminal activities in any forms, including but not limited to pornography, gambling, drugs.

5.2.2. Teachers should not take any part-time jobs that are deemed illegal employment by relevant state departments.

5.2.3. Teachers should dedicate themselves to their work, complete their agreed tasks on schedule, and guarantee the quality of their work.

5.2.4. Teachers should abide by the professional ethics of teachers in colleges and universities, care for students, and should not conduct harass or have

improper relations with students.

5.2.5. Teachers should respect China's religious policy and should not conduct religious activities in violation of relevant regulations.

5.2.6. When a short-term international expert holding an “F” visa or a full-time international teacher or expert holding a “Z” visa comes to SISU, they’re required to complete residence registration within 24 hours of their arrival. To do this, those who live on campus can go to the staff of the Logistics Department for their application. Those who live off campus can take their passport to the police station that has jurisdiction over their apartment. In addition, they are required to complete residence registration every time they come to mainland China from overseas, as well as when moving, changing of passport/visa information, etc.

6. Emergency calls

Public Security Report: 110

Fire Alarm: 119

Medical Emergency: 120

University Security Department: 023-65385110

University Hospital Emergency: 023-65383213