Information for teachers and researchers going to China
# Table of Contents

SDC Office in Beijing ........................................................................................................ 1
The SDC Office and Teaching Building .............................................................................. 1
Map 1. SDC Office, SDC Campus, teaching building, Liaoling Hotel and Park Plaza Hotel......................................................................................................................... 2
Picture 1. Main entrance of the teaching building............................................................... 2
Welcome to Beijing .............................................................................................................. 3
Facilities at the SDC Office ................................................................................................. 3
Professors Room ................................................................................................................ 4
Internet .................................................................................................................................. 4
Printing .................................................................................................................................. 5
SDC library .......................................................................................................................... 5
Reimbursement of personal out-of-pocket expenses ......................................................... 5
Teaching rooms ................................................................................................................... 7
Canteen ............................................................................................................................... 7
SDC’s teaching platform - Moodle ..................................................................................... 9
Finding your course on Moodle ........................................................................................... 9
Teaching schedule .............................................................................................................. 14
Chinese language courses for Danish students ................................................................... 14
Evaluation of the teaching ................................................................................................. 14
Accommodation .................................................................................................................. 15
Liaoning International Hotel ............................................................................................... 15
Park Plaza Beijing Science Park .......................................................................................... 16
Additional hotels around Zhongguancun .......................................................................... 17
Transportation from the airport .......................................................................................... 18
Payment and banking in Beijing .......................................................................................... 18
Transportation in Beijing ..................................................................................................... 19
Emergency .......................................................................................................................... 20
Travel agencies ................................................................................................................... 22
Important addresses .......................................................................................................... 22
Relevant links and apps ...................................................................................................... 22
Supermarkets/stores .......................................................................................................... 23
Professors-After-Work Event ............................................................................................ 23
The guide was updated June 2017. Find the latest updated version at:
http://sdc.university/about/for-teachers-researchers/

**SDC Office in Beijing**

The SDC Office is located at University of Chinese Academy of Sciences’ (UCAS) Zhongguancun Campus. The address is:

Sino-Danish Center, University of Chinese Academy of Sciences, Room N501, UCAS Teaching Building, Zhongguancun Campus, Zhongguancun South 1st Alley, Haidian District, Postal code: 100190 Beijing, China (see Map1).

In Chinese:
北京市海淀区, 中关村南一条甲 3 号，中国科学院大学中关村园区教学楼 N501, 100190

**The SDC Office and Teaching Building**

The SDC Office and Teaching Building (教学楼) is located in a small alley (中关村南一条) a couple of hundred meters West of Zhongguancun East Street (Zhongguancun Dong Lu, 中关村东路) (http://goo.gl/8kVR2T). You’ll find the alley right after the Heyday Mansion/Hotel approx. 4-500 meters south of the 4th Ring road on the Western side of the street. The Teaching Building is a big red building on your left hand side if you walk towards West in the alley (Map1, picture 1).
Map 1. SDC Office, SDC Campus, teaching building, Liaoling Hotel and Park Plaza Hotel.

The picture below shows the main entrance of the teaching building, SDC Office is located on the fifth floor.

Picture 1. Main entrance of the teaching building.
Welcome to Beijing

When you arrive at the SDC, you have to come by the SDC Office to be introduced to the facilities and receive a welcome package including

- Pictures of the students
- Key to the professors offices
- Information documents

NB: Remember to return your welcome package before you leave Beijing.

Unfortunately, due to a change of policy in acquisition of SIM cards in China, the SDC office is no longer able to lend teachers and researchers mobile phones during their stay in China.

Facilities at the SDC Office

The daily management at the SDC Office is run by, from the Danish side, study administrators Bjarke Steen Pedersen, Sidse Nielsen and Michala Schlichttrull and, from the Chinese side, study administrators Xin Wang, Yin Youwei, Liu Yuan, Xu Ranran, Zhang Qiyue and Zhao Zongyi. All employees at the SDC Office speak English.

On a daily basis you can find the Chinese Executive Dean Hu Zhengyi. The Danish Deputy Director Morten Laugesen will be present at the SDC Office approx. every 3rd month.

Executive Dean of SDC Hu Zhengyi: zhyhu@ucas.ac.cn or mobile +86 151 0112 2510

Deputy Director Morten Laugesen: mol@sdc.university or mobile +86 156 0100 2363

Study Administrator Bjarke Steen Pedersen: bsp@sdc.university

Study Administrator Anette Bech-Larsen: anbl@sdc.university or mobile +86 156 1107 8322
Study Administrator Michala Schlichtkrull
mys@sdc.university

Study Administrator Xin Wang:
xinwang@ucas.ac.cn or mobile +86 186 1826 4257

Study Administrator Zhang Qiyue:
qiuyezhang@ucas.ac.cn or mobile +86 137 1616 1203

Study Administrator Yin Youwei:
youweiyin@ucas.ac.cn or mobile +86 188 1062 7967

Study Administrator Liu Yuan:
liuyuan@ucas.ac.cn or mobile +86 188 1050 3536

Study Administrator Xu Ranran:
xuranran@ucas.ac.cn or mobile +86 188 1040 0126

Study Administrator Zhao Zongyi:
zhaozy@ucas.ac.cn or mobile +86 134 6657 3661

Professors Room
The professor room is located in the UCAS Teaching building, room S406. You’ll have access to WIFI and printers. You’ll get a key to the professor room in your welcome package.

Internet
Internet access is free but requires a username and password, which you find in your welcome package. Once you have the username of the account, follow these instructions:

Username: found at the front of your welcome package
Password: ucas

Step 1: Connect your laptop to the available WIFI (named UCAS).

Step 2: Open your browser, go to a random website and you’ll see the login page of UCAS, automatically.

Step 3: Type your user name from the welcome package (first letter in capital) and the password “ucas” (no spaces or hyphens, all small letters):

Step 4: Click the green button and you’ll have internet access.

If you didn’t succeed the login procedure please contact Xu Ranran.

Printing
Small documents can be printed at the SDC Office but it is recommended to use the printing shops located on campus to print larger documents (compendia, course materials). The SDC Office also has scanners, but as with the printers, SDC Office only scans small documents.

SDC library
The SDC Office has a small collection of textbooks and material relevant for students and teachers to use. If you brought a spare teaching book with you from Denmark, feel free to leave it there for the students to use. If you want to borrow any material contact Xin Wang.

Reimbursement of personal out-of-pocket expenses
If you for some reason have personal out-of-pocket expenses related to teaching activities you can receive a reimbursement if the following conditions are met:

1. Both the Danish and Chinese SDC Director must approve all expenses in writing 10 days in advance.
2. Out-of-pocket expenses can only be reimbursed if you get an official invoice (正规发票) issued to Chinese Academy of Science (中国科学院大学). You will often have to ask for an official invoice specifically.

All expenses related to educational field trips, excursions, purchase of lab equipment, etc. must be approved in writing by the SDC directors at least 10 days in advance. Any items purchased must be stored at the SDC Office after use unless they are disposable.
Teaching rooms

Table I: Classroom allocation 2017.

<table>
<thead>
<tr>
<th>Program</th>
<th>Classroom</th>
<th>Capacity</th>
<th>UCAS WIFI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water &amp; Environment</td>
<td>N406</td>
<td>60</td>
<td>✓</td>
</tr>
<tr>
<td>Omics</td>
<td>N208</td>
<td>36</td>
<td>✓</td>
</tr>
<tr>
<td>Innovation Management</td>
<td>N210</td>
<td>36</td>
<td>✓</td>
</tr>
<tr>
<td>Public Management</td>
<td>N215</td>
<td>36</td>
<td>✓</td>
</tr>
<tr>
<td>Chemical and Biochemical Engineering</td>
<td>N401</td>
<td>60</td>
<td>✓</td>
</tr>
<tr>
<td>Nanoscience and Nanotechnology</td>
<td>S304</td>
<td>100+</td>
<td>✓</td>
</tr>
<tr>
<td>Neuroscience and Neuroimaging</td>
<td>N408</td>
<td>60</td>
<td>✓</td>
</tr>
<tr>
<td>Study Room</td>
<td>S302</td>
<td>100+</td>
<td>✓</td>
</tr>
<tr>
<td>Study Room*</td>
<td>S206</td>
<td>100+</td>
<td>✓</td>
</tr>
</tbody>
</table>

All teaching rooms are equipped with a projector and a black board. The teaching rooms are equipped with computers but you can also bring your own laptop for teaching purposes. There is an English manual for the system in each classroom.

Information regarding SDC students (complete name lists, contact information, etc.) can be obtained from Xin Wang.

Canteen

The biggest canteen at the Zhongguancun campus is the canteen in the northwestern part of campus. The third floor is the favorite floor for a lot of Danish students and professors. They even have an English menu on the counter and you can pay in cash. The canteen is open from 9.00 – 21.00.
(You also find canteens on the 1st and 2nd floor, but you need a special canteen card to purchase foods in these canteens. We therefore recommend the canteen on the 3rd floor).
SDC’s teaching platform - Moodle

SDC teachers use Moodle as the information platform to upload teaching materials, lesson plans, important notices, etc. Please note that SDC Office also uses Moodle to collect lecture plans, send out information regarding exams etc. so it is important that Moodle is updated for all courses.

In order to access the platform and upload material you must be a registered user.

The link for the SDC Moodle system, and to create an account, is: [http://sdc-moodle.samf.aau.dk/](http://sdc-moodle.samf.aau.dk/), click and create a new account. Please note that your registration on Moodle is not completed before you receive a confirmation mail. Every academic year a new course room will be created for each cohort (named <programme name 2015>, <programme name 2016>, <programme name 2017> etc.). Every year you have to self-enrol in the relevant course(s) for the newest cohort and your enrolment from the previous year is in this way not sufficient the next academic year. When you have self-enrolled in the relevant course (for the relevant cohort) please contact Michala Schlichtkrull to be upgraded to teacher and you will be able to edit and post new information on Moodle.

If you have never worked with Moodle before you can read more here: [http://www.elsa.aau.dk/Moodle.moodle-support.0.html?L=0](http://www.elsa.aau.dk/Moodle.moodle-support.0.html?L=0)

The internet in Beijing is unreliable and sometimes very slow. Therefore, it is strongly recommended that you upload any big files before departure from Denmark. Lesson plans, including information about the course literature, must be uploaded to Moodle no later than 1 week before the course begins.

Finding your course on Moodle

Go to [sdc-moodle.samf.aau.dk](http://sdc-moodle.samf.aau.dk)
First you create an account followed by log in:

Choose your program:

Choose semester:
Select your course:

Before you can upload course material or post messages on Moodle you have to click the “Turn Editing On” button:
Editing your course page
If you click on “Add an activity or resource” you get the option to upload materials to the course by clicking on “file”. After you have uploaded material you can click on the button “Edit” if you wish to make changes to the uploaded material.

Uploading a file
Remember to give your file a name and a short description. Choose select file and browse for the file you need to upload. The newest version of Chrome, Firefox, Safari and Internet Explorer allows uploading more than one file. When you are finish click the button “Save and return to course”.

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12
To send out a message to the students regarding new material in the course you have to write a message in the forum “General Information from Lecturer”

Preparing the course
Please remember that the taught language at SDC is English therefor only upload materials in English. This also applies for the power point presentation used for teaching. If you have some Danish figures or text please translate it into English.

Back-up on Moodle
Every summer, the IT department creates a copy of the SDC Moodle system and the copy is stored. New courses are then created but the old ones remain as they are. This includes files, users and messages. This is done so that teachers can reuse old materials and structures if needed.
Teaching schedule

Teaching at SDC is divided into Morning and Afternoon blocks, separated by lunch break from 11:40-13:30:

<table>
<thead>
<tr>
<th>Session</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08:00 - 08:50</td>
</tr>
<tr>
<td>2</td>
<td>08:50 - 09:40</td>
</tr>
<tr>
<td>3</td>
<td>10:00 - 10:50</td>
</tr>
<tr>
<td>4</td>
<td>10:50 - 11:40</td>
</tr>
<tr>
<td>5</td>
<td>13:30 - 14:20</td>
</tr>
<tr>
<td>6</td>
<td>14:20 - 15:10</td>
</tr>
<tr>
<td>7</td>
<td>15:20 - 16:10</td>
</tr>
<tr>
<td>8</td>
<td>16:10 - 17:00</td>
</tr>
</tbody>
</table>

Classes in China normally last 50 minutes followed by a 10 minutes break but teaching can be organized differently in consultation with the students within the blocks.

Chinese language courses for Danish students
During the spring semester 2016, Chinese language courses for the Danish students are scheduled Wednesday and Friday afternoons. Therefore, no teaching can be scheduled after 11.40 on Wednesdays and Fridays. The Chinese students attend Political Science at the same time.

Evaluation of the teaching
The SDC administration will automatically send out evaluation forms for the students to fill out after end of each course. The students complete the evaluation schemes online and the summarized result is sent directly to the Danish and Chinese Head of Educational Program (HEP) approx. 3 weeks after
end of course. It is the HEPs responsibility to forward the evaluations to professors who have taught the course. If you have any question regarding the evaluations, please contact Michala Schlichtkrull.

**Accommodation**

You are responsible for arranging your own stay in Beijing. The SDC Secretariat has collected several offers from the hotels around Zhongguancun Campus.

**Liaoning International Hotel**

SDC has signed a corporate agreement with 4-star Liaoning International Hotel ([www.liaoninginternationalhotel.com](http://www.liaoninginternationalhotel.com)) for rooms at 550 RMB per night including breakfast, service fee and tax. The hotel is located in close proximity to the campus:

The address is:

*Liaoning International Hotel*

中国北京 海淀区北四环西路甲二号 邮编：100190
To book rooms on the SDC agreement send an e-mail to Ms. Vera Tang
(vera.tang@liaoninginternationalhotel.com). In the subject field write “Sino-
Danish Center room reservation”.

The email must contain the following information:
1. Family Name
2. Given Name
3. Date of Arrival
4. Date of Departure
5. Smoking/non-smoking room

Ask for a single Deluxe King room for 550 RMB per night and ask them to send
a room reservation confirmation

**Park Plaza Beijing Science Park**

SDC has signed a corporate agreement with Park Plaza Beijing Science Park
(http://www.parkplaza.com/beijing-hotel-cn-100083/chnbjc) for rooms at
558 RMB per night including breakfast, service fee and tax.

To book rooms on the SDC agreement send an e-mail to Ms. Zhang Yan
(Janezhang@parkplaza-bj.com). In the subject field write “Sino-Danish Center
room reservation under the CAS-agreement”.

The email must contain the following information:
1. Family Name
2. Given Name
3. Date of Arrival
4. Date of Departure
5. Smoking/non-smoking room
You can take bus 641 from the hotel to the SDC campus, stop Baofusi Qiao South (保福寺桥南)

Additional hotels around Zhongguancun

Until formal agreements have been signed, you can book rooms here:

- **Holiday Inn, Haidian**
  

  The hotel is situated approximately 3 km from campus, see google map (Hotel is marked by a B, campus by and A). Bus 466 leaves from outside the hotel entrance and will take you to the campus.

- **Wuke Hotel**
  

  The standard of Wuke Hotel is significantly lower than the abovementioned three hotels, but it is acceptable for shorter stays. On the plus side is the close proximity to the teaching building (100 m) and low price (338 per night including breakfast and service charge).
Transportation from the airport

Taxi
A taxi from the airport to the Liaoning International Hotel costs 90-150 RMB depending on the route and traffic conditions. If you arrive at Terminal 3, Taxis leave from the B2 level (2 levels below arrival). Please make sure to have the taxi driver go by the meter, as some of the drivers in the airport are unlicensed drivers.

Shuttle bus
You can also take an airport shuttle bus to the Zhongguancun campus. Take shuttle bus number 5 bound for Zhongguancun, and get off at the Zhongguancun stop, and walk 500 m. east to Liaoling Hotel. At Terminal 3 buses leave every 30 minutes from the B1 level at the airport. Tickets cost 24 RMB (only cash is accepted) and must be bought from the ticket office in the arrival hall of terminal 3. The bus ride takes approximately one hour.

If you arrive in Terminal 2, taxies and airport shuttle buses leave outside the arrival hall. Tickets for the shuttle bus must also be bought outside the arrival hall.

Payment and banking in Beijing
Beijing is to a large extent still geared towards cash transactions. You can use International credit cards in some larger supermarkets, restaurants and hotels but it is advisable to carry cash at all times.

ATM
If you need to withdraw cash from an ATM we advise you to go to a bank, which can be found at almost every street corner in Beijing. Most of them have 24hr self-service banking and accept major international credit cards (VISA, Mastercard, AmEx).
Transportation in Beijing

Taxi
Taxies are widely available and relatively cheap.

Pricing:
Daytime (5:00 - 22:59)
- Meter starts at 13 RMB, which will take you three kilometers. 3-15 km: 2,3 RMB per km. Over 15 km: 3,45 RMB per km.

Nighttime (23:00 - 4:59)
- Meter starts at 14 RMB. There is an extra fee of 20% per km

Surcharges:
- Waiting time and low speed (less than 12 km/h) is charged 2,3 RMB per extra five minutes
- Fuel surcharge: 2-3 RMB per ride.

Very few drivers speak or read anything but Chinese so bring the name and address of your destination written in Chinese characters on a piece of paper to show the driver.

Metro
Although the metro system is being expanded rapidly these years, the number of metro lines (presently 17) is still limited considering the size of Beijing. Tickets (plastic cards) cost from 3-8 RMB depending on the distance (new prices from December 28th 2014). The tickets are purchased at the stations from the metro staff or automatic ticket machines. You may transfer between different metro lines on the same ticket as long as you do not exit the metro system.

NB: Be aware that the metro can be extremely crowded during rush hours.

You can purchase a rechargeable Traffic Smart Card (一卡通) in most metro stations for 20 RMB. With money on the card, you can skip the ticket queues and head straight for the trains every time you take the metro. Place the card
on the magnetic card reader on the turnstile when entering and exiting the metro system.

The metro stations closest to the UCAS’ Zhongguancun campus is Wudaokou station line 13 and Zhichunlu and Zhichunli stations on line 10, (all approx. 20 minutes’ walk from SDC Office)

Busses
Busses are very cheap (only 1-8 RMB per ride depending on the distance) but the schedules are in Chinese characters only. Notice that the bus conductor often does not give change. In most busses you can use the Traffic Smart Card and get a discount.

Emergency
- Police 110
- Fire 119
- Emergency (ambulance) 120
If you are in need of first aid and want to go to a hospital we recommend you take a taxi instead of waiting for an ambulance to arrive. Some hospitals in Beijing have international departments where staff may be able to speak some English, including:

Sino-Japanese Friendship Hospital (中日友好医院国际医疗门诊) on No.2 East Yinghua Rd., Chaoyang District (朝阳区和平里樱花东路2号)

and

United Family Wudaokou Clinic (和睦家五道口综合门诊) on 1st Floor, Building D, Tsinghua Tongfang Hi-Tech Plaza, 1 Wangzhuang Lu, Haidian District, Beijing 100083 (北京市海淀区王庄路1号清华同方科技广场D座1层)
24-hr Emergency Hotline: 40008-919191

Medical treatment can be expensive and must be paid on the spot at the hospital so make sure your insurance company covers the treatment. Most Danish teachers will have medical expenses and repatriation covered by the Danish Government Insurance under the European Travel Insurance Company (Europæiske Rejseforsikring).

24-hr medical assistance: +45 7020 9828

*Europæiske Rejseforsikring* has a representative office in Beijing:
Euro-Center China
8/F, Bld. C., East Lake Villas (东湖别墅)
35 Dongzhimenwai Dajie (东直门外大街)
Dongcheng District, Beijing 100027, P.R.C.
Phone: +86 10 8455 9500
E-mail: beijing@euro-center.com
Travel agencies

- [www.ctrip.com](http://www.ctrip.com) - The most commonly used website in China for hotels, flights and all-inclusive trips.
- [www.12306.com](http://www.12306.com) - The train tickets booking system. You may also purchase tickets at the train station or at authorized train ticketing booths.

Important addresses

Danish Embassy
Add: 中国北京三里屯东五街1, / San Li Tun, 1 Dong Wu Jie, 100600 Beijing. P.R. of China.
Tel: +86 (10) 8532 9900
Fax: +86 (10) 8532 9999
Email: bjsamb@um.dk
[http://kina.um.dk/](http://kina.um.dk/)

Relevant links and apps

Useful apps in Beijing
Pleco
- A nice dictionary for English/Chinese.
  Android: [http://tinyurl.com/pleco](http://tinyurl.com/pleco)
  Iphone: [http://tinyurl.com/pleco2](http://tinyurl.com/pleco2)

ExploreMetro Beijing
- Having trouble navigating the metro? Go with this app.
  Android: [http://tinyurl.com/8enxdlm](http://tinyurl.com/8enxdlm)
  Iphone: [http://tinyurl.com/n8a8636](http://tinyurl.com/n8a8636)

Air Quality

For information about what’s going on in Beijing, check the following websites:
Supermarkets/stores

- 7-Eleven (24-hour open)
  Add.: No. 3, Bldg. 1, 66 East Zhongguancun Rd. (when you are at the gate of the dorm area, turn right and walk on 50m, the store is in your right hand.)
  Google map link: http://t.cn/zQeBwYS
- Walmart
  Add.: A48-4 Zhichun Rd.
  Google map link: http://t.cn/zQenYm3
- Carrefour
  Add.: Z-Plaza, Zhongguancun
  Google map link: http://t.cn/zQehuIl
- Lotus
  Add.: 8 East Zhongguancun Rd.
  Google map link: http://t.cn/zQe7vwS
- Wedome Bakery (味多美)
  Add.: just the opposite of the gate of the dorm area, across the street
- Tous les jours Bakery (多乐之日)
  Add.: 35 Chengfu Rd., near Wudaokou subway station.
  Google map link: http://t.cn/zQgDpkj
- IKEA
  Add.: 59 Futong E St. Chaoyang, Beijing, China
  Website: http://www.ikea.com/cn/en/, tel.: (+86) 10 6479 4532

Professors-After-Work Event

Every Thursday 5.30 pm all professors meet for a beer and meal at a local bar called Just Kids. There is no agenda for the event other than having a good time and getting a great opportunity to learn the other SDC professors in Beijing. It is also a good opportunity to share experiences between each other.

The bar is located close to the Hotel Park Plaza