Information for teachers and researchers going to China
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Welcome to SDC
To make an easier start for you at SDC, we have gathered some practical information for you.

If you have any questions please do not hesitate to stop by the SDC Office on campus.

Transportation
Transportation from/to Beijing International Airport
The easiest way to get from the Beijing International Airport to the Yanqihu campus is to take a taxi.

Always go to the official taxi queues. Do not go with the drivers in the airport greeting you with "taxi" signs. They will overcharge you for the ride. Therefore, just pass them and go to the official taxi queues outside the airport.

Some taxi drivers will be reluctant to take the trip, because they are not sure that they can get a ride back. However, if you pay them an extra 50 Yuan to take you there, then it should not be a problem.

The trip is approximately 40 - 60 kilometres depending on the route chosen by the driver and will take around 60 minutes. The fee should be around 200 RMB + the extra 50.

Chinese taxi drivers rarely speak English, so it is a good idea to bring written notes in Chinese with relevant addresses when you move around.

Print this:

Hello driver,
I have to go to the University of Chinese Academy of Sciences Yanqihu campus.

(Yanqihu campus, University of Chinese Academy of Sciences, 380 HuaiBeizhuang, Huairou district, Beijing)

你好师傅,
我去:
北京市怀柔区怀北镇怀北庄 380
号中国科学院大学雁栖湖校区

Transport between campus and Huairou City
When going to Huairou City you can either take a bus or a taxi.

Bus – There are several busses that go between the Yanqihu campus and Huairou City. The bus stop for busses headed for Huairou City is just North of the main entrance on campus. The fee is 1 Yuan and the trip will take approximately 20 minutes.

Taxi – If you go by taxi then the trip will cost 25-35 Yuan depending on your destination.

Travel card for public transportation
The Beijing travel card, which can be used on all public transport in Beijing, including the Huairou area, can be purchased at the bus station in Huairou City.
Transportation to/from Beijing
When going to Beijing from the Yanqihu campus, you can go either by shuttle bus, public bus or taxi.

Public bus – Right outside of the Yanqihu campus you can catch a bus #936 to Huairou Bus station (see address below). This will take approximately 20 minutes and cost 1 Yuan. Alternatively, you can take a cab to the bus station from the university main entrance. From the Huairou Bus Station you can catch express bus 916 that takes you straight to Dongzhimen Station in downtown Beijing. The bus leaves every 10-15 minutes. Last bus to Beijing leaves at 20:00. The last bus bound for Huairou from Dongzhimen, Beijing leaves at 21:00. The drive takes 1 hour 20 minutes and costs 6 Yuan.

Huairou Bus Station - 怀柔长途汽车站
№ 2 Fuqian East Street, Huairou
怀柔区府前东路 2 号
Find the bus station on google maps: https://goo.gl/maps/GcBKu1ZLEj82

Taxi – Usually there will be Beijing taxis at the campus gate ready to take you to Beijing. The fee will be approximately 250 including 10 RMB road toll, depending on your destination in Beijing. The drive will take approximately one hour –

Getting a taxi to the Yanqihu campus from Beijing City can be tricky, as some drivers may not want to take the trip. However, if you pay them an extra 50 Yuan they will usually take the ride. To get this in written Chinese, see the section above.

A network of drivers: Currently a network of taxi drivers who drive Beijing taxis, but live in the Huairou area and are willing to take you from Beijing to Huairou at a set price of 300 RMB is being established.
Beijing Taxis vs Huairou Taxis
When taking taxis, it is important to be able to distinguish between Beijing Taxis and Huairou Taxis.

Beijing Taxis – can take you from Huairou to Beijing and vice versa. The fee for riding the Beijing Taxis is slightly higher than the Huairou taxis.

Huairou Taxis – may drive you between the campus and Huairou City and around in the area. However, they are not allowed to leave the district and will not take you to downtown Beijing. The fee for riding Huairou Taxis is slightly lower than the Beijing taxis.

Shuttle bus – On week days UCAS operates busses between Yanqihu Campus and campuses in Beijing. You’ll find the schedule below. You will be asked to show your campus card when you enter the bus. Please, note that it can be hard to get a seat during peak hours especially for students since professors have first right. The bus stop at the Yanqihu campus is located just behind the main library on the East side of the campus.
<table>
<thead>
<tr>
<th>Departing from</th>
<th>Time</th>
<th>Route description</th>
</tr>
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<tbody>
<tr>
<td>Yuquanlu Campus</td>
<td>06:30</td>
<td>Yuquanlu Campus – Zhongguancun Campus – Jianxiang Bridge – Huixin West Street (North exit) – Spring Legend – Yanqihu Campus</td>
</tr>
<tr>
<td>Yuquanlu Campus</td>
<td>06:30</td>
<td>Yuquanlu Campus – Babaoshan (Eight Treasure Mountain) Metro Station – Landehuating (Land Home) – Jinyuan Bridge – Lincui Bridge – Spring Legend – Yanqihu Campus</td>
</tr>
<tr>
<td>Institute of Genetics and Developmental Biology (Olympic Campus)</td>
<td>06:40</td>
<td>IGDB – Xinhexiang Garden – Zhongke Dasha – Jianxiang Bridge – Huixin West Street (North exit) – Spring Legend – Yanqihu Campus</td>
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<tr>
<td>Institute of Semiconductors (East of Olympic Campus)</td>
<td>06:40</td>
<td>ISC – Linda (University of Forestry) North Street (East Exit) – Fenglinlvzhou (Olympic Campus) – Spring Legend – Yanqihu Campus</td>
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<tr>
<td>Yanqihu Campus</td>
<td>07:20</td>
<td>Yanqihu Campus – Spring Legend – Fenglinlvzhou (Olympic Campus) – Zhongguancun Campus – Yuquanlu Campus</td>
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<tr>
<td>Yanqihu Campus</td>
<td>09:00</td>
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<tr>
<td>Yuquanlu Campus</td>
<td>10:00</td>
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<tr>
<td>Yanqihu Campus</td>
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<td>Yanqihu Campus – Spring Legend – Fenglinlvzhou (Olympic Campus) – Zhongguancun Campus – Yuquanlu Campus</td>
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<td>Yanqihu Campus</td>
<td>13:00</td>
<td>Yanqihu Campus – Spring Legend – Fenglinlvzhou (Olympic Campus) – Zhongguancun Campus – Yuquanlu Campus</td>
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<tr>
<td>Yanqihu Campus</td>
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<td>Yanqihu Campus – Spring Legend – Fenglinlvzhou (Olympic Campus) – Jianxiang Bridge – Zhongguancun Campus – Yuquanlu Campus</td>
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<td>Yuquanlu Campus</td>
<td>15:00</td>
<td>Yuquanlu Campus – Zhongguancun Campus – Fenglinlvzhou (Olympic Campus) – Spring Legend – Yanqihu Campus</td>
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<td>Yanqihu Campus</td>
<td>15:40</td>
<td>Yanqihu Campus – Spring Legend – Fenglinlvzhou (Olympic Campus) – Jianxiang Bridge – Zhongguancun Campus – Yuquanlu Campus</td>
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<tr>
<td>Yanqihu Campus</td>
<td>16:40</td>
<td>Yanqihu Campus – Spring Legend – Lincui Bridge – Jinyuan Bridge – Landehuating (Land Home) – Babaoshang (Eight Treasure Mountain) metro station/Yuhai Garden – Yuquanlu Campus</td>
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<td>Yanqihu Campus</td>
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</tr>
<tr>
<td>Yuquanlu Campus</td>
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</tr>
<tr>
<td>Yanqihu Campus</td>
<td>18:00</td>
<td>Yanqihu Campus – Spring Legend – Huixin West Street (North exit) – Jianxiang Bridge – Zhongguancun Campus – Yuquanlu Campus</td>
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</tbody>
</table>
Campus

Intro to Yanqihu Campus

UCAS' Yanqihu Campus is located on the shore of the Yanqi Lake to the North of Beijing City in the Huairou District.

The Jingjia Road runs through campus dividing it into East and West sides. The two sides are connected by a pedestrian bridge and a tunnel.

The SDC Building is located on the Eastern side. On the East side, you’ll also find the indoor sports facilities including ball courts and swimming pool. The International Conference Center, the Main Library and the post office are located on the west side.

SDC building

The SDC building is a 10,000 m² building with class rooms, lecture halls, administration, meeting rooms, group rooms and much more.

The SDC Office

Danish and Chinese study administrators run the daily management at the SDC Office. They can help you with enquiries on information about the programmes, transcripts of grades, dorms and residence permits, student counseling etc.

You are always more than welcome to stop by the office. All employees speak English.

E-mail: beijingoffice@sdc.university

Internet

There is free eduroam wi-fi available on campus and in the SDC building.

UCAS student and staff card

With a student or staff card you can use the campus bicycles, pay for indoor sport facilities including swimming pool and gym. You also use the card to pay at the canteens.

Ask the SDC secretariat on the 3rd floor for more info on how to obtain a card. All students will automatically receive a card when they are registered.

Canteens

There are several canteens around campus. They all offer a wide variety of Chinese dishes. A canteen is situated right next to the SDC-building. This canteen also offers halal.

To pay in the canteens you will need a UCAS student or staff card. See the section on student and staff card above for further information.

Prices are around 5 - 15 yuan for breakfast, 10 – 20 for lunch and 15 – 25 for dinner.

Restaurants around campus

On the East side of campus just north of the pedestrian bridge several restaurants are located.

The one most popular with teachers and students is The Good Communist Village Restaurant. The sign has no English, but is adorned with a red star. The restaurant serves a broad selection of country style dishes and BBQ. One of the specialities is Rainbow Trout (In Chinese: 虹鳟鱼). It has a large outdoor dining area, which is lively on warm nights. No English menu, but it has photos.
Campus Facilities

Outdoor sports
Outdoor sports facilities located at the Southern end of the East side and the Northern end of the West side. The facilities include football pitches, tennis-, badminton and volleyball-courts. The outdoor sport facilities are free for students and teachers.
A jogging trail – marked in green – circles the whole campus.

Indoor sports
The large gymnasium has badminton courts, table tennis and more. The management at the gymnasium will advise you to book badminton courts beforehand. No need to book time for table tennis. Booking is done by phone so ask Chinese fellow student or colleagues. You pay using your student or staff card.

Opening hours
Weekdays: 18-22
Weekends: 10-22
Swimming pool
There is a full size indoor swimming pool next to the gymnasium. You pay by the hour when using it.

Shopping
There are supermarkets on both the East and West part of campus.

Packaging Service
Pickup points for items purchased online are right next to the small supermarket on the East side of

Temporary facilities
Until the SDC building is operational teaching, administration and meetings take place in a building (Academy 3) quite near the SDC building.

Class rooms during the intro-weeks
The temporary classrooms are located on the third floor of the Academy 3 (学园叁) building on the Eastern side of campus, just south of the SDC Building.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Classroom</th>
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<tbody>
<tr>
<td>Neuro</td>
<td>348</td>
</tr>
<tr>
<td>Nano</td>
<td>361</td>
</tr>
<tr>
<td>WE</td>
<td>365</td>
</tr>
<tr>
<td>CBE</td>
<td>369</td>
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<tr>
<td>Omics</td>
<td>385</td>
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<tr>
<td>IM</td>
<td>389</td>
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<tr>
<td>PMSD</td>
<td>395</td>
</tr>
</tbody>
</table>

Temporary SDC offices
The offices of the SDC administration are located on the same floor as the classrooms in the Academy 3 building. See map on page 22.
The SDC Building

Meeting facilities, group rooms and class rooms
The facilities at the SDC building include meeting rooms, group rooms, lecture hall and classrooms. All facilities can be booked through SDC’s online booking portal: http://www.supersaas.dk/schedule/SDC_Booking_System
Follow the instructions on the booking page.

A permanent classroom is allocated to each of the 7 MSc programmes so you do not need to book classrooms for the teaching activities on the programmes. Classrooms not allocated for the MSc programmes can be booked for seminars, workshops etc.

Furthermore, permanent teachers’ offices will be allocated to each of the 7 programmes.

All other facilities can be booked via online booking system.

Other facilities in the SDC building
- Reception: On the ground floor you’ll find the reception, where you can get keys for the apartments etc.
- Guard: Guards will man the building around the clock
- Janitor
- Maid service
- Free Eduroam internet

Organisation

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
- 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 provide teachers with a mobile phone.

The daily management at the SDC Office is run by, from the Danish side, study administrators Bjarke Steen Pedersen, Anette Bech-Larsen and Michala Schlichtkrull and, from the Chinese side, study administrators Xin Wang, Yin Youwei, Xu Ranran 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
mobile +86 151 0112 2510

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

Study Administrator Bjarke Steen Pedersen: bspe@sdc.university

Study Administrator Anette Bech-Larsen: anbl@sdc.university
mobile +86 156 1107 83224
Study Administrator Michala Schlichtkrull
mys@sdc.university

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

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

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

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

Reimbursement of personal out-of-pocket expenses
If you 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.

Accommodation
There are apartments in the SDC building that will be available for accommodation for teachers and researchers during stays at SDC.

However, they are not yet ready, so until further notice SDC teachers and researchers will have to stay at the conference center (ICC) or the Swan Lakeview Hotel.

UCAS International Conference Center
The International Conference Center (ICC) is located on the Western side of campus, but just 5 minutes’ walk from the SDC building. The ICC is an ideal place to stay for larger groups such as participants in PhD courses, seminars etc. A room costs RMB 300/night. Breakfast is served 7.30 – 7.40 and costs RMB 30 per meal.

To book rooms at the conference center send a mail to contact@sdc.university including description of purpose, check-in and check-out dates and a detailed list of participants. The address is of ICC is:

UCAS International Conference Center
Yanqihu North Jingjia Road, University of Chinese Academy of Sciences Yanqihu Campus Zip: 101408

Swan Lakeview Hotel
This is a five-star hotel. The price per night is RMB 750. The hotel is situated just South of campus around 10 minutes’ walk from the SDC building.
To book the hotel send an e-mail to contact@sdc.university. Include the following information:

3. Full name
4. Check-in and check-out dates
5. Purpose of stay

The address of Swan Lakeview Hotel
Swan Lakeview Hotel
No.1 of Yan Xiu Road, Yan Qi Lake, Huairou District, Beijing, China, 101408.

Spring Legend Holiday Hotel
Slightly cheaper than the Swan Lakeview Hotel.
The hotel is situated approximately 6 km south of campus. Several busses to and from campus among these is line 936. To book the hotel send an e-mail to contact@sdc.university. Include the following information:

1. Full name
2. Check-in and check-out dates
3. Purpose of stay

Address:
9-C Continental Style Commercial Street (Ouzhou Fengqing Shangyejie), Spring Legend, Huairou District, Huairou Scenic Area, Beijing, 101407, China

Accommodation in Beijing
For researchers who have to stay in Beijing during their trip, SDC have agreements with the following hotels:

Liaoning International Hotel
SDC has signed a corporate agreement with 4-star Liaoning International Hotel (www.liaoninginternationalhotel.com) for rooms at 550 RMB per night including breakfast, service fee and tax. 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:
Family Name
Given Name
Date of Arrival
Date of Departure
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.

The address of the hotel is: Liaoning International Hotel 中国北京 海淀区北四环西路甲二号 邮编：100190 No.2 A North 4th Ring Road West, Haidian District, Beijing P.R. China, P.C: 100190 Park Plaza

Plaza Beijing Science Park
SDC has signed a corporate agreement with Park Plaza Beijing Science Park (http://www.parkplaza.com/beijing-hotel-cn-100083/chnbjch) for rooms at
518 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:
Family Name
Given Name
Date of Arrival
Date of Departure
Smoking/non-smoking room
Huairou

The district of Huairou has a population of approximately 300,000 people. The urban area has a population of approximately 100,000 people and is located 60 kilometres north of downtown Beijing and 13 kilometres from the UCAS Yanqihu campus.

Eating in Huairou City
In Huairou City you will find a range of different Chinese restaurants as well as American fast food chains like McDonald's, KFC, Pizza Hut and Starbucks.

Entertainment
In downtown Huairou there are cafés, internet cafés, shopping malls, bookstores, supermarkets, KTV (Karaoke bars) and bars.

Outdoors activities
The nature in the Huairou area has great options for biking, nature walks, skiing, golfing and hikes. Further information on this will follow.

Bike sharing in Huairou city
Downtown Huairou has a bike sharing system called Huairou Public Bicycles (怀柔公共自行车)

The bikes are parked in designated spots.

To use the bikes, you will need a bike card. You can get the card from Huairou Public Bicycles Management & Service Center (怀柔公共自行车管理服务中心) The center is located on the corner of Qingchun Road and Huguang Road just across from a police station.

The full address is: Qingchun Road #37, Huairou.

北京市怀柔区青春路37

Opening hours week days: 8.30-12.00 and 13.00 – 17.30.

What to bring:
You will need a Chinese phone number and your passport. The staff speak some English.
You will be asked to pay a deposit of 500 RMB. You can get the money back any time if you return the card and the receipt (no receipt, no return).

Using the bikes is free if you return the bike to the booth within one hour. You pay 1 RMB for every hour you use the bike beyond the first hour.

Nightlife

Downtown Huairou
To the south of Huairou’s Commercial Street (商业街) on Little South Street (南小街) you’ll find The Friendship Years Bar (友情岁月).

It’s a spacious place, which sometimes offers live music.

The entrance is small with no English so you can easily miss it.
Shopping

Campus
There are small supermarkets on the Eastern and Western side of campus.

Downtown Huairou

Commercial Street - 商业街
The commercial street in Huairou City is the main shopping area. Huairou City’s largest shopping mall is in this street: Jingbei Dashijie Shopping Center – 京北大世界. Worth noting is the very large supermarket on the ground floor and the Xinhua Book store also on the ground floor.

Xiayuan Wholesale Market - 下园市场
This is the place to go if you like bargaining and low prices. From campus bus #936 will take you to the market. Get off at Xiayuan Market and cross the street. Situated right across from KFC.

Health

Below are listed acknowledged doctors and hospitals in Beijing.

Currently SDC is exploring which clinics in the Huairou district are advisable. More information will follow.

United Family Wudaokou Clinic
1st Floor, Building D, Tsinghua Tongfang Hi-Tech Plaza, 1 Wangzhuang Lu, Haidian District, Beijing, China 100083
北京市海淀区王庄路 1 号清华同方科技广场 D 座 1 层 邮编：100083

Beijing Hospital
北京市东城区东单大华路 1 号 (Dongdan Dahua Road No. 1, Dongcheng District, Beijing)
Tel: 010-85132266

China-Japan Friendship Hospital
北京市朝阳区樱花园东街 2 号 (Yingguanyuan East Street No 2, Chaoyang District, Beijing)
Tel: 010-84205566

VPN for China

Some websites are blocked in China (such as Facebook, Instagram, Twitter, Snapchat, Dropbox, YouTube, and all services from Google). This can be circumvented using a Virtual Private Network – VPN. An effective VPN often requires software that has to be downloaded. It is therefore advisable to have it installed and working before leaving Denmark.

Aalborg University, The Technical University of Denmark and to some extend
Aarhus University provide VPN for students on the SDC programmes they are lead universities on. There are many commercial connections. Some are free and some are paid. ExpressVPN is popular among SDC students and staff and costs 100$ for a one year subscription. It is available for Android and iOS devices.

Useful sites and apps

mdbg.net – Free online English to Chinese dictionary

baidu.com – Chinese search engine

jd.com and taobao.com – Chinese online shopping similar to eBay etc.

youku.com – Supplementary to YouTube

iqiyi.com – The largest online video site in China

Wechat

An app everybody (incl. foreigners) use in China. It is the dominant social media platform and messaging service, but you can also use it for ordering a taxi, paying at the supermarket, renting a bike and much, much more.

Pleco

A free dictionary for English/Chinese. Additionally, the function Translate Chinese characters by pointing your camera can be bought (95 yuan). It is available for Android and iOS devices.

Important addresses

SDC building/Yanqihu campus
SDC Building, Eastern Yanqihu campus, University of Chinese Academy of Sciences, 380 HuaiBeiZhuang, Huairou district, Beijing

Address in Chinese
北京市怀柔区怀北镇怀北庄 380 号中国科学院大学雁栖湖校区东区中丹中心大楼

The Danish Embassy in Beijing
Address: 中国北京三里屯东五街 1, 10060/ Sanlitun, Dongwujie 1, 10060 Beijing
Tel: +86 (10) 8532 9900
Fax: +86 (10) 8532 9999
Email: bjsamb@um.dk

Huairou Bus station
Huairou Bus Station - 怀柔长途汽车站
№ 2 Fuqian East Street, Huairou
怀柔区府前东路 2 号
Find the bus station on google maps: https://goo.gl/maps/GcBKuI2LEJ82
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/, 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 Schlichttrull 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

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
First you create an account followed by log in:
Choose your program:

- SDC Administration
- Innovation Management
- Public Management
- Neuroscience & Neuroimaging

Choose semester:

- 1. semester
- 2. Semester
- 3. Semester

Select your course:

- Module 1.1 - Contemporary Theory of Innovation and Innovation Management
- Module 1.2 - Organization and Management of Innovation
- Module 1.3 - Theory of Science, Methodology and Project Writing
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”
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 therefore 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>
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<tbody>
<tr>
<td></td>
<td>08:00 - 08:50</td>
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<td>08:50 - 09:40</td>
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<td></td>
<td>10:00 - 10:50</td>
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<td>4</td>
<td>10:50 - 11:40</td>
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<td>13:30 - 14:20</td>
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<td></td>
<td>14:20 - 15:10</td>
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<tr>
<td>7</td>
<td>15:20 - 16:10</td>
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<tr>
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<td>16:10 - 17:00</td>
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</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.

**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.