



BANGOR COLLEGE CHINA

**General Guidance for Bangor University staff
working at Bangor College, China at
Central South University of Forestry and Technology
Changsha, China**



USEFUL CONTACTS & INFORMATION¹

BCC Work Location:	
BCC Host Contact Name:	
BCC Host Contact Number:	
Bangor (UK) Contact:	
UK Contact Number:	
UK Emergency Contacts:	<p>Bangor University 24/7/365: +44 1248 38 2795</p> <p><u>CONTACT THE FOLLOWING FOR EMERGENCY SUPPORT</u></p> <p>Global Response +44 (0) 203 859 1492</p> <p>UMAL@global-response.co.uk (Ref: UMAL 026)</p> <p>Diversity Travel Bookings: If you require urgent assistance (eg cancelled flights or urgent travel request out of normal office hours) call the Diversity Emergency Line. +44 (0) 161 300 8258</p>
British Consulate General:	<p>+86 (0) 186 7487 7891 (Changsha)</p> <p>+86 (0) 20 8314 3000 (British Consulate General at Guangzhou)</p>
24 Hour Translator:	Seek advice of Deputy Dean, Bangor College, China
University Insurance Officer:	Ian Phillips, i.g.phillips@bangor.ac.uk

EMERGENCY CONTACTS

It is a good idea to write down the details of people that you would like to be contacted in an emergency. A copy of this page should then be kept in an easy to find place.

Name	Email	Telephone

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¹ Fill in relevant details before departure

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GENERAL INFORMATION

This Handbook has been produced to help staff prepare for their visit to Bangor College, China (BCC) and to help them acclimatise and enjoy their stay and work at the College. BCC is a collaboration with the Central South University of Forestry and Technology (CSUFT). The BCC is jointly managed by Bangor University and CSUFT offering the degree programmes that lead to dual degree awards by the two universities. Bangor University is responsible for the quality assurance of the programme to ensure an equivalent student experience as those of the Bangor University students based in Wales, UK.

Please use this Handbook to familiarise yourself with everything from the visa process to transport to the Changsha Campus. There are also a few tips on where to go when you are not teaching or working. Your time at BCC should be a pleasure and be as rewarding as it is for the students who will be learning from you. You are encouraged to learn more about China, its people and the student life and to get to know the region and the culture.

As part of the planning process for your visit to China do please talk to others who are familiar with Changsha and the travel arrangements, and share your knowledge with others on your return. In addition, please keep in touch with the International Education Centre and let them know about your trip and your experiences, so they too can learn from it and share with other staff.

Background / History of Bangor College, China (BCC)

Bangor College, China http://bangor.cucas.cn/ABOUTBANGOR/Welcome_to_BANGOR.shtml is based in Changsha city, the capital of Hunan province. To meet the demands of the local students and parents for high quality international education, Bangor University and CSUFT entered a strategic partnership in May 2012 to set up a Joint School to deliver UK style undergraduate programmes within CSUFT's framework. The project received strong support from both the Chinese and Welsh governments. Following more than two years preparation work, BCC opened its doors to 262 students in September 2014. It is the very first Chinese-Foreign joint school in the province.

BCC is initially offering undergraduate programmes in Accounting and Finance, Banking and Finance and Electronic Engineering. Forestry and Environment Management is likely to be offered in the next year or so. All students are recruited through the Chinese GaoKao system, and admitted at tier one with high English marks. All teaching and assessments are carried out in English by a team of highly qualified and experienced academics including Bangor University staff, CSUFT staff and specially recruited teaching staff. As part of the teaching team from Bangor University, you are making history by helping many young people realise their potential.

Students studying at BCC can choose to study at Bangor University for one or two years, or can complete the entire programme in China. The University's intention is to expand the College to some 2,000 students in a few years' time, providing real opportunities for both Bangor and CSUFT to develop new academic programmes that serve local, social and economic needs.



Bangor University also plans to develop BCC into a 'study abroad centre' and a research base for Bangor students to spend one or two semesters studying and researching in China.

Our Partner, the Central South University of Forestry & Technology (CSUFT)

Founded in 1958, CSUFT english.csuft.edu.cn/ has developed into a multidisciplinary University comprising a wide range of disciplines in science, engineering, agriculture, arts, law, economics, management and education.



It has been authorized to offer a comprehensive range of programs including Bachelor, Master, Doctor's programs and Post-doctoral programs. The University has 41,000 full-time students and the total number of faculty and staff is 2,510.

Teaching at Bangor College, China

Before leaving for China make sure that you are fully aware of the module you are teaching and when teaching is scheduled to take place. You will also need to check that appropriate arrangements have been made for assessments. In the case of written assessments you will need to define a submission deadline and have procedures for obtaining and marking the work. In the case of an examination, you will need to set a date for the examination and again identify how the scripts will be made available for marking. The Deputy Dean will be able to assist in this.

To ensure that you have all the resources you will need for your teaching, this includes facilities in Teaching Rooms, for example PowerPoint and video projectors. It is advisable to take all electronic information on a USB stick as you may experience problems accessing the Bangor network and Desktop from China. BCC/CSUFT uses Blackboard so it may be best to transfer material to the local Blackboard system once you have arrived in Changsha. Rather than carry reams of paperwork with you when travelling, it is also probably a good idea to arrange for papers etc to be photocopied once you arrive.

Although the BCC/CSUFT library is increasing its stock of English-language textbooks do confirm before you depart that any key texts that you refer students to are held by the library. Demand for books on the business related programmes in particular is likely to be high, especially in the first year when there are over 200 students following the same modules.

All BCC/CSUFT students will be given Bangor Usernames and Passwords and should be able to access the University network and its e-resources. However do confirm with the Bangor University library what exactly will be available as there could be difficulties with students being able to





access all the Bangor resources due to bandwidth problems. Please familiarise yourself with your daily timetable and what to expect of the students. Further details on course curriculums and the curriculum schedule can be found at:

http://bangor.cucas.cn/ABOUTBANGOR/Welcome_to_BANGOR.shtml



Life Science Building



Admin Building



Music Hall



Gymnasium



Visiting Staff Office Space



View from BCC / CSUFT Office



ENTRY REQUIREMENTS

Visa

Before you start planning your trip to China do talk to staff within your School / College who arrange or facilitate China visits, and / or to colleagues who have travelled there before.

All foreign nationals require a **visa** to enter mainland China. There is the possibility that individual members of staff will have to personally apply for their visa so do check before travelling to ensure you have the correct visa to allow you to work legally for the type of work you are to undertake. You will need an official invitation from a government-recognized Chinese organization – CSUFT will normally issue this on request. Also be mindful of **Health Certificates if staying over 6 months**.

Visas are generally available worldwide from Chinese embassies and consulates and through specialist tour operators and Visa Agents with Visa Extensions once in China handled by the **Public Security Bureau (PSB)**. Bangor University uses the following Agent for visa applications:

China Visa Services Limited

London Office

Morley House 26 Holborn Viaduct London EC1A 2AT
Tel: +44(0) 207 842 0960 Fax: +44(0) 207 842 0961

Manchester Office

First Floor 75 Mosley Street
Manchester M2 3HR
Tel: +44(0) 207 842 0960 Fax: +44(0) 1612445883

There may be time restrictions as to when the visa should be used after issue and costs will depend on the visa type, the length of stay, the number of entries allowed, and your nationality. Your **passport** should be **valid** for at least **another six months** from your planned date of entry into China, and have at least one blank page for visas.

Don't overstay your visa: there is a daily fine, and you could be deported and banned from entering China for five years. In addition, if you intend to change employer in China you may need a new visa.

For further information on visas and the latest Visa Application Form visit the China Visa Application Centre <https://www.visaforchina.cn/globe/>

Registering with the Chinese Authorities

You must **register your place of residence** with the local Public Security Bureau (PSB) via the local Police Station within 24 hours of arrival. Chinese authorities enforce this requirement with regular spot-checks of foreigners' documentation. The Deputy Dean of BCC will assist with the registration process, where required. If you are staying in a hotel, registration is done on your behalf at check-in.



Residence Permit

In addition to the above if you intend to stay in China **longer than 180 days**, China's immigration rules mean you will need to obtain a **Residence Permit**. Resident permit holders are also required to re-register each time they return from a trip abroad. If you need to change or extend your visa, renew your residence permit or if you have had a baby, you will need to contact the local PSB Office for the area where you live in China. Check with your BCC contact before travel for advice.

Health Certificate

If you are entering China for a stay of **over six months**, you must obtain a **Health Certificate**. This requires a medical (from approved clinics) to prove you do not have a venereal disease, including HIV. The Health Certificate can be obtained in both the UK and China. Check with BCC to see if they can help you arrange this. The Health Certificate will be required if you need to apply for the residential status from the Foreign Experts Department of Hunan Provincial Government.

Passports

China does not recognise dual nationality. If you enter China on a Chinese passport or identity card, the British Embassy may not be able to offer consular assistance. However, if you are a British passport holder you will be regarded as British even if you were born in China with Chinese national parents.

Foreign nationals over 16 years of age must carry their passport with them in China. Police may carry out random checks and failure to produce your ID can lead to a fine or detention.

If you renew your passport whilst you are in China, you must register your new passport with the authorities promptly or face a fine. If your passport is lost or stolen, report it to the Police or PSB, who will issue a 'confirmation of loss' report.

Remember, scan your passport into a pdf file and email / save copies on web accessible drives, such as your Hotmail or bangor.ac.uk accounts. Please remember that on occasion non-China based servers, such as g-mail, can be difficult to access so saving copies of your passport in multiple locations which you can access from China if needed can be invaluable if you ever lose your passport.

Who will be responsible for me whilst working in China?

Although CSUFT will have overall responsibility for your day to day work and health, safety and well-being whilst working at BCC you will still be a Bangor University employee. As such, Bangor University will always retain its duty to ensure your health, safety and well-being, as far as is reasonable.

Any concerns that you cannot deal with yourself should be reported to the Deputy Dean of BCC who is the chief representative of Bangor University in CSUFT.

Insurance *(see Medical)*

As a Bangor University employee, and provided you have completed the on-line Overseas Travel Insurance Form, you will be insured for your travel and stay in China; including emergency medical expenses.



Although the University on-line Travel Insurance is suitable for most work scenarios, you must check the cover is sufficient for the duration of your stay, the type of activities you will carry out, especially if travelling further afield, and any enhanced medical needs you have. For example, you have an ongoing medical prescription or require routine blood tests.

Additionally if planning to carry out higher risk sporting activities or extended travel during your own time whilst in China you will need to arrange your own personal travel insurance cover. This may also apply if you do have specific medical needs. If arranging personal insurance, always confirm it covers repatriation from China to the UK.

If you are a BCC employee and not directly employed by Bangor University then you will be covered by CSUFT work-related and medical insurances. Further information will be available from the Deputy Dean of Bangor College, China.

NOTE: Before travel check you have copies of all travel insurance documents, emergency contacts etc.

Global Response (supported by Crisis 24)

Crisis 24, who support the University's Travel Insurance provider UMAL, offer up to the minute travel advice and a training module on travel preparedness to help staff and students plan for their trip. In the event something does go wrong (eg hurricane), contact Global Response +44 (0) 203 859 1492 / UMAL@global-response.co.uk (Ref: UMAL 026). In addition, please remember University Security are available 24/7 365 days of the year, who will try to assist where possible 01248 38 2795.

If you have booked via Diversity Travel and require urgent assistance related to travel (eg cancelled flights or urgent travel out of normal office hours) call their Emergency Line +44 (0) 161 300 8258

NOTE: Global Response does not cover routine general healthcare. For example, dental check-ups, regular eye tests.

General Emergencies

There are many hospitals in the surrounding area of CSUFT, such as Changsha Stomatological Hospital (3.4 km), Changsha Aier Ophthalmology (5.8 km), Changsha Central Hospital (1.8 km), etc; bilingual service for foreigners is available in Xiangya Hospital and the Second Xiangya Hospital, which are probably the best hospitals in Changsha.

- Emergency Translation: Seek advice of Deputy Dean, Bangor College, China.
- Emergency Hospital: 120.
- Fire / Police: 119.
- Police: 110.



HEALTH AND SAFETY

P.R. China legislation for worker's safety is, in some areas, more demanding and prescriptive than the UK; particularly in relation to the duties and personal responsibilities of 'leaders and employers'.

Bangor College, China is committed to the principle of meeting Bangor University's health and safety standards and approach, with the Dean of College championing health and safety amongst staff and students.

You should expect to receive a Health & Safety Induction when you first start work which will consider essential points and information, together with details of emergency arrangements, etc.

Obvious Differences

- **Electrical:** Electrical standards will differ to the UK (*see Staying & Living in China*).
- **Fire Drills & Fire Safety:** The general awareness of fire safety measures is not the same, with a different response culture towards Fire Drills and alarm instigated evacuations without direct authorisation and instruction from a senior member of staff. You are expected to vacate the building immediately upon activation of a fire alarm, and if supervising students ensure they too evacuate speedily and in an orderly fashion.
- **First Aid:** There are more incidences of students, staff and members of the public making civil claims for compensation following accidents than the UK. Though, these are said to be small in monetary value this does cause problems with First Aid provision, with very limited First Aiders available. First Aiders can be personally liable for any injury arising from being treated and insurance cover for First Aiders is not available. To try and reduce the impact most students and staff are trained in personal First Aid.
- **Driving:** See *Travel* regarding driving in China.
- **Welfare Facilities:** Standards may vary to those in the United Kingdom. For example, toilets may differ to those you are used to, do not drink tap water.



STAYING & LIVING IN CHINA *(see also Medical, Security and Culture)*

Did You Know?



- China is the **People's Republic of China**.
- China is the fourth largest country in the world with an **area** of 9.6 million square kilometres.
- It is the **most populous** nation on earth, with around 1.3 billion people. Of these, 92% are of the Han ethnic group, with the remainder comprising about sixty minorities such as Mongols, Uyghurs and Tibetans.
- Main **religions** are Buddhism, Taoism and Christianity, though the country is officially atheist.
- China's **longest river** is the Yangzi (6275km).
- The **highest peak** is Qomolangma – Mount Everest (8850m) – on the Nepalese border.
- China occupies a **single time zone**, eight hours ahead of GMT. There is no daylight saving.



Where is Changsha?

Changsha is the capital city of Hunan Province which is situated in South China.

What Language is Spoken?

The Chinese language known as Mandarin is the most common language in the world. But there are many other languages spoken in China, including Wu, Hunanese, Jiangxinese, Hakka, Yue (including Cantonese-Taishanese), Ping, Shaojiang, and Min.

These languages are often classified as dialects, but are mutually unintelligible so could on that basis be designated their own language. On the other hand, they share a common writing system (Chinese characters), and common cultural background, supporting the argument they are dialects of the official Chinese language – Mandarin. To confuse things further Changsha has its own Changsha dialect!

Weather

As China spans many degrees of latitude it has a complicated terrain and a diverse climate with a variety of temperature and rainfall zones, including continental monsoon areas.

Changsha experiences a sub-tropical, humid, monsoon climate with four distinct seasons.

- Summer (June - Sept) is very hot (33 – 40°C), and humid with occasional downpours.
- Autumn (Oct - Nov) is the best time to visit – dry with pleasant temperatures.
- Winter (Dec – Feb) is not as cold compared to cities in North China. However, although temperatures seldom fall below 0 °C, it feels very cold with the heavy humidity.
- Spring (Mar – May) has changeable weather with rain and humidity. There are also occasional drops in temperatures to below 0 °C (32 °F).

Further information is available at: <http://www.chinahighlights.com/changsha/weather.htm>. Please note that in many areas it is not generally accepted for men to wear shorts, even in summer.

Local Changsha Attractions

Situated in the river valley along the lower reaches of the Xiang River, Changsha has a recorded history that can be traced back 3,000 years. Key attractions are:

- A walk across the main bridge over the Xiangjiang River, just opposite Yuelu is the Long Island (Juzi Zhou). It was said Chairman Mao





Zedong studied in the Normal School here. Today, a park has been built with a marble monument in the middle with Mao's inscriptions.

- The famous Yuelu Academy, located at the foot of Mt. Yuelu on the west bank of Xiangjiang River, is a 'must-see'. Originally built in 976, it has a history of more than 1000 years. Either for its past as a reputed feudal academic school, or for being the site of Hunan University.
- Mt. Shaoshan, over 100 kilometers south-west of Changsha was the home of Chairman Mao Zedong and is a good place to learn more about him.
- The world famous Mawangdui Han Tombs is an interesting Changsha attraction. All three tombs were excavated between 1972 and 1974. According to research these grand tombs were a family graveyard from at least 2000 years ago.
- Hunan Provincial Museum is located on Dongfeng Lu, Changsha City, next to the Revolutionary Martyr's Park. First built in 1951, it covers an area of 50,000m². The museum opened to the public in July 1974 and gathers together curios unearthed in Hunan Province, unfolding the cultural development of the Province across thousands of years.

Travelling with a Disability

It is very important that staff with disabilities discuss their needs prior to departure so reasonable adjustments can be made where possible to support them whilst on Campus. Please be mindful that as, with any trip overseas it is advisable to carry out some research before you travel with regards to the availability of facilities in the wider community so you can be prepared.

Accommodation

Staff working at BCC will normally be accommodated in the BCC Accommodation at the International Staff Block at CSUFT. Arrangements are normally made through the BCC Deputy Dean's Office.

Staff who are visiting for a short time can use local hotels. For hotel booking please contact the Deputy Dean of BCC for guidance. However, if you would like to stay in the on-campus accommodation and the accommodation is available you will be welcome. For details please contact the Deputy Dean of BCC in advance.



A typical Staff Campus Bedroom



Transport (*see Travel*)

Do be careful when crossing the road. There are marked pedestrian crossings but motorists sometimes don't pay attention to them; and even when traffic lights flash green to show it is safe to cross, you will find that vehicles are still permitted to turn in to, or out of the road.

Cost of Living

Compared with the rest of Asia, China is an expensive place to travel and live. Though food and transport are good value, accommodation can be expensive, and entry fees for temples, scenic areas and historic monuments are becoming high.

Actual prices vary across regions: Hong Kong and Macau are as costly as Europe and the developed eastern provinces where Bangor College, China (Changsha) is based are expensive by general Chinese standards.

As with working in Bangor, keep all receipts for work related expenses, food, drink etc and claim back, using the Finance Department's Travel and Subsistence Expenses Form on your return.

Translation & Emergency Translation

Staff should confirm the availability of translation services when at BCC.

Additionally, the University's Insurer has an arrangement with **Global Response**, an organisation that deals with medical emergencies 24/7/365 days of the year. They have multilingual staff to liaise with doctors, hospitals etc that the traveller may have been taken to, in order to ensure the most appropriate medical treatment is provided and if necessary arranging repatriation to a UK hospital.

The contact details for Global Response can be found on Page 1 of this Handbook and in the Bangor University Travel Cover Summary document, which all travellers are provided with a hyperlink to when they complete their on-line Travel Cover Form.

Chinese Politics

The Chinese Communist Party is the sole political organization, and is divided into Executive, Legislative and Judicial branches. The Chief of State (President) and the Head of Government (Premier) are elected for five-year terms at the National People's Congress.

The economy is now mixed, with nationally-owned and free-market enterprises.



Public Holidays

There are currently seven official Public Holidays in China. Each year's holidays are announced about three weeks before the start of the year by the General Office of the State Council. A notable feature of mainland Chinese holidays is that weekends are usually swapped with the weekdays next to the actual holiday to create a longer vacation period. The Public Holiday pattern is therefore less predictable than most countries:

Date	English Name
January 1	New Year
1st day of 1st lunar month	Chinese New Year
5th solar term (April 4 or April 5)	Qingming Festival
May 1	Labour Day
5th day of 5th lunar month	Dragon Boat Festival
15th day of 8th lunar month	Mid-Autumn Festival
October 1	National Day

Electricity

The electricity supply runs on 220 volts (just as in the UK), with the most common type of plug a dual flat prong, with an earth. Some sockets will also take the 2-pin Euro plug (*these are only for non-earthed items*).

Try to purchase any adaptors before you travel, although they will be widely available from local hardware stores. Ensure that adaptors are three-pin (the lower example in the picture) as these provide an electrical 'earth' where such is required.



Also, please be aware that the quality of electrical installations could differ to what you are used to in the UK, so always be a little cautious when connecting to the electrical supply until your understanding and appreciation of the standards develop.



Fire

Fire protection standards in Chinese accommodation are not always the same as in the UK so do check fire precautions when you start work in a building or stay in accommodation. For example, access to fire exits (ensure these aren't blocked or locked), and familiarize yourself with other routes out of the building in the event the main routes are cut off.

Water

Never drink tap water. Boiled water is always on hand in hotels and on trains, either provided in large vacuum flasks or an urn. Bottled water is the safest, but even then do check the bottle is sealed and read the label as you could see some unusual contents!

Media

Xinhua is the state-run news agency that supplies most of the national print and TV media. The national Chinese-language newspaper is the People's Daily (online English edition at english.peopledaily.com.cn, though all provincial capitals and many major cities produce their own local dailies also.



Internet

You may have difficulty accessing some websites, such as: Facebook, Gmail, Google, YouTube and Twitter.

At BCC you will be provided with an office space, a desk, a chair, a computer and printer. You will be given a code and password to access the College's network. You should also be provided with further information on how to connect onto the web from your office, hotel or accommodation. As Wi-fi networks may be poor it is recommended that you take your own Broadband cable.

You are also advised to never use your mobile phone internet service until you have checked how much this will cost. It may be more prudent to purchase a local 'Pay as You Go' SIM Card to access mobile phone services.

Making Calls

Everywhere in China has an area code, which must be used when phoning from outside that locality. Local calls are free from land lines, long-distance China-wide calls are ¥0.3 a minute and International calls from ¥3.5 a minute.

Card Phones (IC and IP) are the cheapest way to make international calls (under ¥10 for 3min). Both cards are sold from corner stores, mobile-phone shops and street hawkers and come in different denominations. However, the cards can only be used in the city you buy them – move and you will need to purchase a new card.



Although mobile coverage is excellent; with the GSM system used, there is a possibility that UK Pay as You Go phones will not work. Instead take an 'unlocked' phone and buy a Chinese SIM Card from any mobile phone shop or street kiosk on arrival (you will have a new number). SIM cards cost upwards of ¥80 depending on how 'lucky' the number is – favoured sixes and eights bump up the cost, unlucky fours are cheaper. They come with ¥50 of time, which you extend with prepaid top up cards. Making and receiving domestic calls this way costs ¥0.6 per minute; an international call will cost around ¥8 a minute, though often you can only send texts overseas.

If you buy a new phone do remember to ask staff to change the operating language.

Opening Hours

China officially has a five-day week, with opening hours, Monday to Friday approximately 8am to 12 noon and again from 2pm to 5pm. Post Offices open daily, as do many shops which, especially in cities keep long, late hours.

Tourist sights open every day, usually between 8am and 5pm and without a lunch break. Most Public Parks open from about 6am. Museums tend to be more restricted, often closing one day a week. If you arrive at an out-of-the-way place that seems to be closed, do knock as you may rouse someone. Conversely, you may find other places locked and deserted when they are meant to be open.

Ask the advice of CSUFT staff first to avoid an unnecessary journey.

Money

The mainland Chinese currency is formally called yuan (¥), more colloquially known as renminbi (RMB, literally 'the people's money') or kuai. One yuan breaks down into ten jiao, also known as mao. Paper money was invented in China and is still the main form of exchange, available in ¥100, ¥50, ¥20, ¥10, ¥5 and ¥1 notes, with a similar selection of mao. One mao, five mao, and ¥1 coins are increasingly common. Hong Kong's currency is the Hong Kong dollar (HK\$), divided into 100 cents.



As counterfeiting has been a problem in the past do not be offended if someone checks the money you give them for watermarks, metal threads and the feel of the paper. It is a good idea to take some yuan with you in case banks aren't open when you arrive.

Banks and ATMs

Banks in major cities are sometimes open seven days a week, though Foreign Exchange is usually only available Monday to Friday, approximately between 9am and 12pm and again from 2pm to 5pm. All banks close for the first three days of the Chinese New Year, with reduced hours for the following eleven days, and at other holiday times.



Cirrus, Visa and Plus cards can be used to make cash withdrawals from ATMs operated by the Bank of China, the Industrial and Commercial Bank of China, China Construction Bank and Agricultural Bank of China, as long as they display the relevant logo. In major east coast cities and in capital cities of the provinces, such as Changsha, almost every one of these banks' ATMs will work with foreign cards, but in other places you may find only the main branch of the Bank of China will have a suitable machine.

As with the UK maximum withdrawals are set and your bank back home will charge a fee on each withdrawal. Keep your exchange receipts and when you leave you can change your yuan into sterling at any branch of the Bank of China.

Credit Cards

Credit Cards may not be accepted in many places so always check before using them. There could also be a 4% handling charge when they are used.

Mail

Main Post Offices are open daily between about 8am and 8pm; smaller offices may keep shorter hours or close at weekends. As well as Post Offices, you can post letters in green post boxes.

Sending mail overseas by the China post could take up to several weeks to some destinations. As with the UK, overseas postage rates vary depending on weight, destination and where you are in China. Try to use DHL (<http://www.dhl.com>) which is available in Changsha.

To send parcels, take the goods you want to send and staff will sell you a box and pack the items for a fee. Once packed, but before the parcel is sealed, it must be checked at the customs window and you'll have to complete some paperwork. If you are sending valuable goods bought in China, put the receipt or a photocopy of it in with the parcel in case the parcel is later opened by Customs.

You can send out your mail through BCC. Please check with the BCC Deputy Dean's Office for guidance.

Photography

Check for restrictions before taking pictures. Many temples prohibit photography inside. Also avoid taking pictures of anything to do with the military, or that could be construed as having strategic value, including ordinary structures in sensitive border areas.

In some places or backgrounds a fee may be charged. Be sure to clarify the amount before taking photos. Also, out of courtesy always ask permission before taking pictures of people.

Although available it is advisable that you buy roll film, memory cards, extra batteries, adaptor units for recharging batteries etc in the UK before you travel. Film processing is convenient and fast, with good print quality. Photography studios can be easily found in most cities.





FOOD AND DRINK *(see Culture for other hints and tips)*

Meals are real social events with groups sharing a variety of dishes. Fresh ingredients are available from any market stall, though unless you're living long term in the country you will probably eat out.

Changsha dining is based on Hunan Cuisine, also known as 'Xiang' Cuisine which is renowned as one of the *Eight Cuisines* of China. It has a fine, delicate appearance together with a hot and spicy flavour. In contrast with the more widely recognized quick stir fry method of Chinese cooking, gentle simmering is an important feature. By preparing the food over a low heat and allowing it to simmer the nutritional value is maintained whilst developing a fresh flavour.



Steamed Nesting Birds

Hunan specials include: Crisp Sesame Duck (Maren XiangsuYa), Steamed Nesting Birds (San Ceng Tao Ji), Non-Yolk Eggs with Mushroom (Huagu Wu Danhuang) and Spicy Chicken Cubes (Mala Ziji).

Restaurants and Eating Out

- **CSUFT Staff Canteen:** BCC staff normally lunch here. The lunch is free. The food is simple but good.
- **Restaurants:** Are usually bright, busy places whose preferred atmosphere is *renao*, or 'hot and noisy'. Prices vary but will still be cheap compared to UK standards with generous servings.



Lunch from BCC Staff Canteen

Restaurants are often divided up by floor with a public area on the ground floor and more private booths with waitress service upstairs.

- **Opening Times:** University canteens open from 7am to 9pm every day. Restaurants will open the whole day; and restaurant in hotels might have different hours, such as breakfast from around 7–10am; lunch 12am–2pm; and dinner from around 5–9pm.
- **Ordering:**
 - Pointing works at street stalls and small restaurants, where the ingredients are displayed out front; canteens usually have the fare laid out or will have the menu written on strips of paper or a board. You either tell the cook directly what you want or buy chits from a cashier, which you exchange at the kitchen hatch for your food. You usually sit down to eat at large communal tables or benches.



- In a proper restaurant you may expect the same level of service you would experience in a Chinese restaurant in the UK. However, menus are often only in Chinese, although there is a trend for photo menus which help when ordering.
- **Service:** Dishes will be served at once, placed in the middle of the table for everyone to share – watch what others do with regards to waste eg chicken bones. Desserts are not common, but fruits at the end of the meal are.
- **Chopsticks:** Resting them together across the top of your bowl means that you have finished. Never leave them standing up in your bowl.
- **Paying:** In canteens, you will pay up front and in restaurants you ask for the bill and pay either the waiter or at the front till.
- **Sharing the Bill:** If you are invited to a meal the bills are not shared. The host will pay the bill. If you are going out with your friends you could politely offer to share the cost.
- **Tipping:** Is not generally expected in mainland China.

Drink

- **Tea:** Is an established part of Chinese culture. Originally drunk for medicinal reasons, over the centuries a whole social culture has sprung up around tea with teahouses holding the same place in Chinese society that the local pub or bar does in the UK. Often the first thing you'll be asked in a restaurant is *he shenme cha* – 'what sort of tea would you like?' Chinese tea comes in red, green and flower-scented. Chinese leaf tea is never drunk with milk or sugar.



- **Alcohol:** Beer rivals tea in the popularity stakes, and, for men and women, is the preferred mealtime drink. The Tsingtao label is widely available and just about every province produces at least one brand of 4% Pilsner.

China is starting to develop its own wine labels, such as the Great Wall and Zhang Yu, wine on English menus, usually denotes spirits, made from rice, sorghum or millet. Serving spirits to guests is a sign of hospitality, and are always used for toasting at banquets. Imported beers and spirits are sold in department stores and city bars, but can be expensive.

- **Too Much to Drink:** Be careful at meals as the host's generous hospitality often means the guest drinks far more alcohol than others and can get quite drunk! In general tipsy guests are not appreciated, so if you have had enough smile and politely indicate this to your host, or if you wish to avoid drinking stating medical reasons is a polite way to do so. Also be careful of fake alcohol which is a problem in some bars and can be unsafe.



MEDICAL

Vaccinations

Confirm primary vaccination courses and boosters are up to date as recommended for life in Britain - including for example, vaccines required for occupational risk of exposure, lifestyle risks and underlying medical conditions.

Although vaccinations may not be required for Changsha and other major cities, you are recommended to contact your GP (doctor) around 8 weeks before your trip to check whether you need any vaccinations or other preventive measures. Do not just consider your stay in Changsha and your work at BCC. Also think about other areas you may visit as part of your work (eg field work, site visits, industrial/cultural visits) or in your free time as other vaccinations/treatments may then be needed, especially if visiting more remote, localised areas. For example, malaria tablets.

For further information on travel health visit: www.bangor.ac.uk/hss/inflink/overseas.php.en

A yellow fever vaccination certificate is also required from travellers over 9 months of age arriving from countries with a risk of yellow fever transmission and for all travellers having transited through the airport of a country with a risk of yellow fever transmission.

Medical Facilities (*see Insurance*)

If you have pre-existing medical conditions that may require treatment please check with the Deputy Dean of Bangor College, China before travelling regarding emergency numbers and what medical facilities will be available at the Changsha Campus. Also check with the University Insurance Officer in case heightened insurance cover is needed. It is recommended that you also discuss your trip to Changsha with your own GP, to provide reassurance or further guidance. The Deputy Dean should be able to help with regards to where is best to go for treatment or assistance, if needed.

As a large city Changsha has a number of hospitals and clinics which are usually of a high standard, many larger hotels also have resident doctors. However, be aware outside Changsha the standard of healthcare varies and Chinese hospitals may use a mix of Western and traditional Chinese medicine.

It is essential you are mindful that healthcare is not free and medical bills can be high. Medical evacuation from China is very expensive so make sure you have comprehensive travel insurance covering healthcare for the duration of your stay.

Although the University Insurance covers for medical emergencies it does not cover for ongoing conditions so you must check first.

Finally when travelling it is imperative that you **take proof of insurance** with you as treatment may not be provided without it.



Emergencies (see *Global Response*)

If you need emergency medical aid during your trip, dial 120 and ask for an ambulance. Ambulances can be slow to arrive though and may not have trained responders so if the nature of your illness / injury allows, it may be quicker and cheaper to take a taxi (licensed) rather than wait.

On arrival at a medical facility you should contact your insurance / medical assistance company before treatment. In addition, in a real emergency **do not forget Global Response**.

Useful Emergency Contacts

- Global Response: **+44 (0) 203 859 1492** / UMAL@global-response.co.uk (Ref: *UMAL 026*).
- Emergency Translation Number: Confirm arrangements at BCC.
- Emergency Hospital: 120.
- Fire / Police: 119.
- Police: 110.



Pharmacies

Are marked by a green cross, and if you can describe your symptoms or required medication, you'll find many drugs, restricted in the UK are easily available over the counter.

You are advised to take details of any medication prescribed in the UK so there is no confusion about the name etc. Also be wary of counterfeit drugs; check for spelling mistakes in the packaging or instructions.

Common Ailments

- **Cold and Flu:** The most common health hazards that strike down people in the winter.
- **Stomach Complaints:** Diarrhoea is common, usually in a mild form whilst your stomach gets used to unfamiliar food. A sudden onset accompanied by stomach cramps and vomiting could indicate food poisoning. In both instances, get plenty of rest, drink lots of water (**not tap**). To avoid stomach upsets, eat at places that look busy, clean and stick to fresh, well cooked food.
- **Heat Rashes, Prickly Heat and Fungal Infections:** Caused by the high temperatures and humidity that can take a few weeks to get used to. Prevention and cure are the same: wear loose clothes made of natural fibres, wash frequently and dry-off thoroughly afterwards. Talcum or anti-fungal powder and the use of mild antiseptic soap help, too.
- **Dehydration / Heatstroke:** Don't underestimate the power of the sun. Signs of dehydration and heatstroke include a high temperature, lack of sweating, a fast pulse and red skin. Take a lukewarm shower to reduce body temperature and drink plenty, but again, **not tap** water.



- **Respiratory Conditions:** The high levels of air pollution in major urban and industrialised areas may aggravate bronchial, sinus or asthma conditions. You can check the pollution index levels for many cities on the [aqicn.info website](http://aqicn.info).

Less Common Conditions

- **Hypothermia:** Occurs when the core body temperature drops to a point that can be fatal. Symptoms are a weak pulse, disorientation, numbness, slurred speech and exhaustion. To prevent it, wear lots of layers and a hat, eat plenty of carbohydrates, and stay dry and out of the wind. To treat hypothermia, find shelter, away from wind and rain, keep warm and take a warm drink and easily digestible food. Serious cases require hospitalization.
- **Altitude Sickness:** Can arise when visiting high regions such as Tibet. The condition is where blood cannot absorb oxygen efficiently. Most people feel some symptoms above 3500m, which include becoming easily tired, headaches, shortness of breath, sleeping disorders and nausea. Relaxing for the first few days, drinking plenty of water will ease symptoms.
- **Hepatitis A:** Is a viral infection spread by contaminated food and water resulting in inflammation of the liver. The less common Hepatitis B virus can be passed on through unprotected sex, transfusions of unscreened blood, and dirty needles. Hepatitis symptoms include yellowing of the eyes and skin, preceded by lethargy, fever, and pains in the upper right abdomen. Go to hospital immediately if you have concerns.
- **Typhoid and Cholera:** Spread by contaminated food or water, generally in localized epidemics; both require immediate medical help. Typhoid symptoms include headaches, high fever and constipation later followed by diarrhoea - it is very infectious. Cholera begins with a sudden onset of watery diarrhoea, later combined with vomiting, nausea and muscle cramps. Although Cholera is extremely serious it is also an easily treatable disease. The prompt administration of oral rehydration salts to replace lost fluids nearly always results in cure. In especially severe cases, intravenous administration of fluids may be required.
- **Malaria and Dengue Fever:** Occur in southern China, usually in localized areas. Symptoms are similar – severe headaches, joint pains, fever and shaking – though a rash might also appear with Dengue. There's no cure for Dengue Fever, whereas malaria can be prevented and controlled with medication; both require immediate medical attention. Reduce the risk of mosquito bites by wearing light coloured, full-length clothing and using insect repellent.

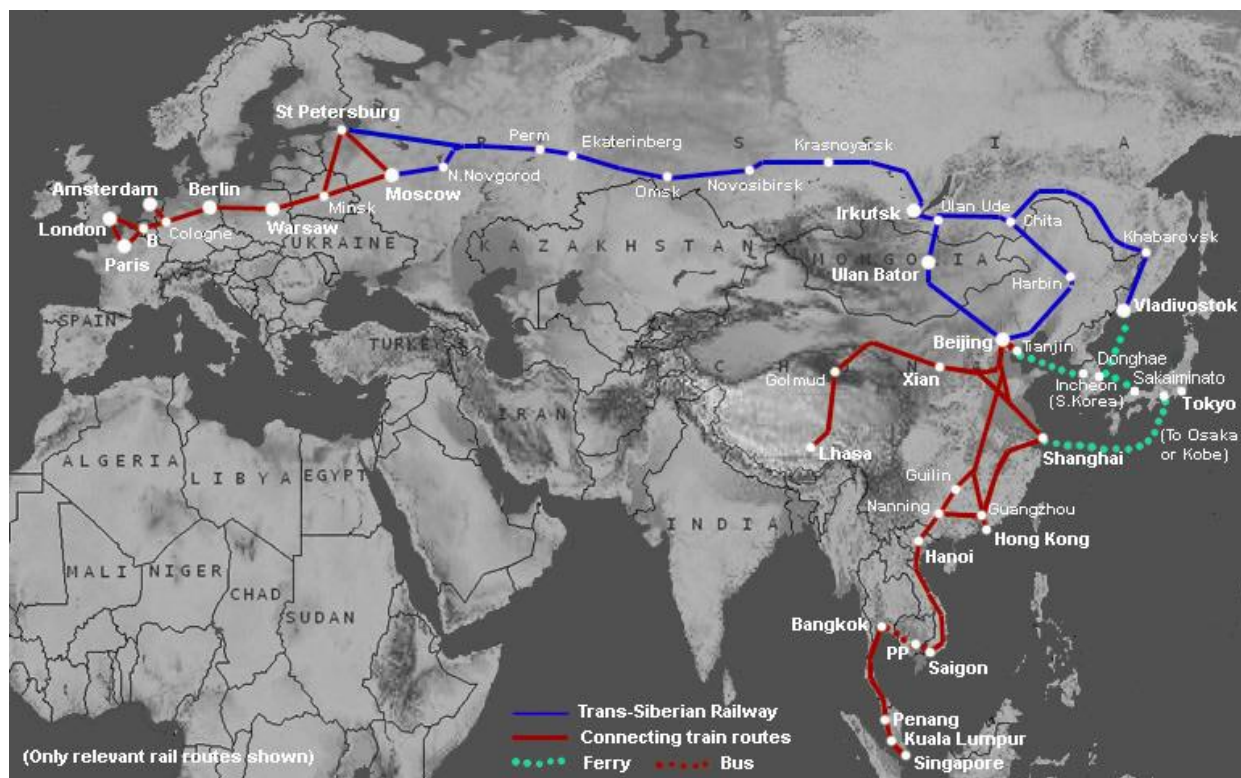


TRAVEL

How do I get to Changsha?

Bangor College, China will normally book flights for staff travelling to Changsha. The main long-haul international gateways are Beijing, Hong Kong, Guangzhou, Chengdu and Shanghai. Changsha has its own airport – the [Changsha Huanghua International Airport](#) which is one of the major domestic airports in China. Do remember flights cost more leading up to and during Public Holidays.

If you have lots of time available another, more unusual way to arrive is via one of the established road / rail routes from China's Southeast Asian neighbours or even from Moscow on the Trans-Siberian Express. Remember the different Visa requirements if taking an alternate route though.



If it is your first trip to China it may be an idea to see if other UK based staff are travelling at the same time so you can travel together.

Please be assured that however you travel your BCC/CSUFT colleagues will look after you and provided you've told them of your travel details and arrival times, will arrange for you to be picked up from your arrival point and taken to the Campus or your hotel.

As part of this, **and before departing** the UK, confirm that your BCC/CSUFT contact has your travel details and you have each other's contact details. Also obtain a central BCC/CSUFT contact number and remember your insurance documents in case of problems.



Please note, if you take China Southern Airlines and if you travel from Manchester or London via Beijing or Shanghai to Changsha your luggage will not be able to check through. You will need to pick up your luggage at the Beijing or Shanghai airport and then re-check in your luggage. (Please pay attention to this rule no matter what the UK travel agencies or the airport check in desk tell you. We have learnt it from our painful experience)! However, if you travel from Manchester or London via Guangzhou to Changsha your luggage will be able to check through directly. It seems this kind of service is only provided in Guangzhou which is the headquarters of China Southern Airlines.

Getting Around China

If you wish to explore outside of work, China's public transport system is extensive and good value. A range of travel options are available, but do remember there are restrictions on independent travel to Tibet and a few other places which are officially off-limits to foreign nationals. Do always check your University Travel Insurance covers you if extending your stay or travelling further afield.

Getting around such a large, crowded country also takes planning and patience, especially during Public Holidays when the numbers travelling and costs increase.

- **Fly:** It is possible to take domestic flights between all regional capitals and many cities. [Changsha Huanghua International Airport](#) opened in 1989 and is one of the largest airports in Hunan Province and one of China's major domestic airports.
- **By Car:** Foreign tourists are currently forbidden from driving across China (though foreign residents can take a driving test). It is possible, to rent vehicles for local use in Beijing, Shanghai and Hong Kong, from airport rental companies. You need an international driving licence and a credit card to cover the deposit. Vehicles are fitted with special licence plates so never drive beyond the designated boundaries.
- **Vehicles + Driver:** A good option is to rent a taxi, minibus or Jeep with driver. Do negotiate a price first though and expect to pay for the driver's lunch also.
- **Rail:** China's rail network is vast with recent developments including a mountain line between eastern China and Tibet; ultra-fast bullet trains and a high-speed network. Tickets can usually be bought from booths outside the train station with four ticket classes: soft sleeper, hard sleeper, soft seat and hard seat often available.

Check train schedules in English on-line at: <http://www.travelchinaguide.com/china-trains>.



Changsha Railway Station

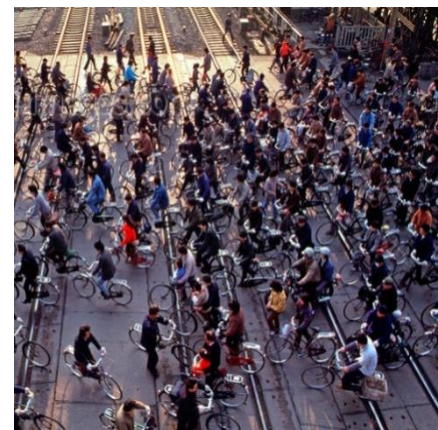


Changsha Railway Station has rail connections to almost every major Chinese city. The South Railway Station was built to serve the express trains running along the Wuhan-Guangzhou High-Speed Railway. Currently, over 50 high-speed trains depart and stop at the station.

- **Bus:** China's remotest corners can be visited by bus although finding the departure point may be hard as even small places can have lots of bus stations. Ticket buying at main stations is easy as ticket offices are often computerized but do refer to electronic timetables or ask staff as written timetables maybe inaccurate. In country towns, you may be able to buy tickets on the bus. Destinations are displayed in Chinese characters on the front of the bus. If travelling long distances take some food and remember only upmarket coaches have toilets, and stop off points, if any, may be basic. Also be aware drivers could drive whilst using their mobile or coast downhill with the engine off. Vehicles must also beep their horn before overtaking anything which can make it very noisy!

Changsha is the hub of three inter-province freeways with highway connections linking the city to many major China destinations. Buses leaving from the three long-distance bus stations (East Bus Station, West Bus Station and South Bus Station) serve most of east China.

- **Minibuses:** Seat up to twenty people are common on routes of less than 100km. They do cost more than the same journey by bus, can be cramped, and often circuit the departure point for ages until full.
- **Tours:** Often the most practical way to travel further afield. Local Tour Operators offer a range of excursions and whilst you pay for the privilege, tours are usually good value with travel, accommodation and food often included, as might be the services of an Interpreter and Guide. Always check thoroughly the exact nature of the tour and what it includes before 'signing up'.
- **Bicycles:** China used to have the highest number of bicycles of any country. Not anymore. In the cities, it is now cars which occupy the roads and streets. We would recommend, that for your own safety, you do not rent or ride bicycles in Changsha.
- **Taxis:** Usually found in large towns and cities at main roads, transit points or hotels. They often cost a fixed rate within certain limits or can be hired with a charge then made per km. Avoid travelling in unmarked or unmetered 'taxis' and insist on paying only the meter fare. Ask for a receipt, on which the taxi number should be printed in case you need to complain.
- **Motorised Rickshaws and Taxis:** Can be found outside just about every mainland bus and mainland train station.





SECURITY

The Chinese criminal justice system differs greatly from the UK's. Police have the power to arrest, detain or withhold your passport if you are suspected of a crime. Suspects may be detained for long periods before charges are laid or given a travel ban preventing them from leaving China. Courts often don't grant foreign nationals bail and some lawyers may be reluctant to accept cases involving foreign nationals.

There are extremely severe penalties for drugs offences, including the death penalty. Gambling is also illegal in mainland China and there are restrictions on certain religious activities, including preaching and distributing religious materials.

Contact the British Embassy or Consulate if you experience difficulties. It is also an idea to carry your BCC/CSUFT and insurance emergency contact details with you at all times. The University's Insurer also has an agreement with **Global Response**, who can be contacted 24/7/365 for help and assistance if you find yourself in a situation where your personal safety or security is threatened. Details are available on Page 1 of this Handbook and your Bangor University Travel Cover Summary document that you are sent a hyperlink to when you complete the on-line Travel Cover Form.

The Police

Known as the Public Security Bureau or PSB they have much wider powers than Western police forces, including establishing the guilt of criminals – trials are used only to decide the sentence of the accused (though this is changing and China now has the beginnings of an independent judiciary). The PSB also look after foreign nationals and may on occasion visit hotels to review travel documents. You will also most likely have to see them for visa extensions, reporting theft / losses, and obtaining permits for closed off areas of China.



General Advice

Although a relatively safe place, overseas visitors can be targeted for valuables eg passports, laptops, phones. Be mindful, especially after dark, of pick pockets on public transport and if visiting busy sites and tourist spots. As with any country avoid walking around cities and remote areas late at night and if travelling alone in a taxi at night take an 'official' taxi with a note taken, if possible of the taxi's number.

Although hotel rooms are on the whole secure do hire a safe or lock your valuables away when leaving your room and don't trek alone in isolated areas, including those that follow parts of the Great Wall. If you do, as with any trip, leave your itinerary, number and expected time of return with a colleague.



CULTURE

Any difficulties experienced by overseas visitors are invariably caused by nervousness and the language barrier. The following qualities are highly valued in China:

- Saving and giving face.
- Respect for elders and rankings.
- Patience and politeness.
- Modesty.

Western gestures that should be avoided in China include: pointing the index finger (use the open hand instead), using the index finger to call someone (use the hand with fingers downwards as in waving), finger snapping and whistling.

Chinese customs that Westerners may not be used to include belching or spitting on the street, smoking and failing to ask others if it is ok to smoke, slurping food and talking whilst eating.

General Do's and Don'ts

DO...

- Be punctual. Being on time shows respect for others.
- Remove your shoes when entering a Chinese home or temple.
- Take a gift if invited to someone's home – a bottle of spirits, some tea or an ornamental trinket are good choices– though your hosts won't impolitely open this in front of you.
- Greet the eldest person in a Chinese family first.
- Beckon someone by waving them over to you with your palm down. Don't point or use your finger - a gesture used for dogs.
- Present things to people with both hands.
- Be effusively thankful if someone gives you a gift.
- Eat what your host offers and orders, but let your host know if you have any specific requirement or allergies in advance.
- Prepare yourself to see animals treated very differently.

DON'T...

- Write anything in red ink (unless correcting an exam) as it is used for protest letters.
- Leave your chopsticks upright in your bowl or tap your bowl with them.
- Point the bottom of your shoes / feet at someone or shake your feet.
- Pay too much attention to an object someone has; they may feel obliged to give it to you.



BUSINESS PROTOCOLS

Dress

- Conservative suits for men are the norm.
- Subtle, neutral colours should be worn by both men and women.
- Casual dress should be conservative as well.
- Men and women can wear jeans. However, jeans are not acceptable for business meetings.
- Revealing clothing for women can be considered offensive to Chinese businessmen.

General Behaviour and Manners *(see below for Gift Giving)*

- Do not use large hand movements.
- Avoid personal contact - it is inappropriate for a man to touch a woman in public.
- Do not point when speaking.
- To point do not use your index finger, use an open palm.
- Always arrive on time or early if you are the guest.
- Do not start to eat or drink before the host, but you can drink tea whilst you are waiting.
- As a cultural courtesy, you should taste all the dishes you are offered.
- Never place your chopsticks straight up in your bowl.

Greetings and Introductions

- The Chinese usually do not like to do business with strangers and will make frequent use of go-betweens. If possible, use an established relationship, or an intermediary known by both sides, to make the first contact.
- Chinese prefer to be formally introduced to someone new.
- Some people may not seem overly friendly on introduction. They are often educated not to show excessive emotion, thus the reference to Chinese people as inscrutable or mysterious.
- Always stand up when being introduced and remain standing throughout the introductions.
- When being introduced to Chinese, the accepted form of greeting is the handshake, even among Chinese. Chinese may also nod or slightly bow (unlike the Japanese, the Chinese bow from the shoulders rather than the waist). One would then present a business card.



Business Card Etiquette

- Use both hands when presenting and receiving business cards.
- Check the writing faces the person to whom you are presenting your card.
- When you receive the card, have a glance of the card to show that you are interested in the person who has just presented it.
- Follow with the standard 'I am pleased to meet you', or 'nihao' in Chinese.
- When seated, place cards on the table. This shows respect and is a way to remember names.
- Business cards should be printed in English on one side and Chinese on the other.

Titles and Forms of Address

- The Chinese will state their last name first, followed by the given name (may be one or two syllables) eg, Liu Jianguo, in Chinese would be Mr. Jianguo Liu using the Western style.
- Addressing someone by his or her courtesy or professional title and last name conveys respect. In Chinese, usually the title follows the family name. When speaking to (or about) a Chinese person in English, then the title is said before the family name. For example, Liu Xiansheng (Mr. Liu) and Liu Jingli (Manager Liu).
- Women's names cannot be distinguished from men's names. Chinese women use their maiden names even after marriage, but may indicate marital status by using Mrs, Ms, Miss, or Madam. Mrs. Wang might be married to Mr. Liu.
- Chinese who frequently deal with overseas visitors or travel on business may adopt a Western first name, such as David Liu. They may request that they be referred to as David, once a relationship has been established.

Meeting Etiquette

- Being on time is vital.
- The most important member of your group should lead important meetings.
- A handshake is a common practice when people meet.
- Applause is common when greeting a crowd; the same is expected in return.
- Introductions are formal. Use formal titles.
- Bring several copies of any written documents.
- The decision making process is slow - do not expect to conclude business swiftly.
- Never write on a business card or put it in your wallet or pocket. Carry a small card case.
- If you are the guests or visitors you will be expected to leave a meeting first.



Personal Questions and Compliments

- Do not be surprised if asked personal questions eg age, marital status, children, family, income, job. This is to seek common ground.
- Do not be over familiar eg arm around the shoulder or pat on the back. The Chinese will be uncomfortable with this, particularly early in a relationship.

Social Distance, Touching and Gestures

- Every culture defines proper distance. Westerners, particularly Americans, find that the Chinese comfort zone regarding distance is a bit too close for comfort.
- Instinctively Westerners may back up when others invade their space. Do not be surprised to find that the Chinese will simply step closer.
- The Chinese do not like to be touched, particularly by strangers. Do not hug, back slap or put an arm around someone's shoulder.
- Do not be offended if you are pushed and shoved in a line. The Chinese do not practice the art of lining up and courtesy to strangers in public places is not required.
- People of the same sex may walk hand-in-hand as a gesture of friendship in China.

Dining and Entertainment Etiquette and Protocol

Do not underestimate the importance of participating in dining and after-dinner entertainment. Entertaining guests at a Chinese banquet is an important way of establishing *guanxi*.

- For more formal banquets, invitations will be sent and place cards will be set at the table.
- There are no firm rules regarding dinner conversation. Depending on the closeness of the relationship, business may or may not be discussed. Follow the host's lead.
- Drinking is an important part of Chinese entertaining and is considered a social lubricant. The drinking officially begins after the host offers a short toast to the group.
- It is a good idea for the guest to return the toast either right away or after a few courses.
- Safe topics for toasts are friendship, pledges for cooperation, the desire to reciprocate the hospitality, and mutual benefit.
- Stating medical reasons to avoid drinking alcohol is a polite way to avoid drinking.
- The most common expression for toasting is *ganbei*, meaning 'bottoms up'.
- The Chinese are not very understanding of tipsy guests. If you have had enough, smile and politely indicate this to your host.



Gift Giving

Gifts are an important way of creating and building *guanxi* in China. However, gift giving is a very delicate issue. In the past it was illegal to give gifts to government officials - it is often more acceptable to give gifts either in private or to a group as a whole.

- A banquet or a quality writing pen are considered favoured gifts.
- Chinese and Westerners differ in the approach to gifts. In the West, a thank you or a thank you note is acceptable. In China, a more tangible form, or gift, is preferred.
- Never give a gift that would make it impossible for the Chinese to reciprocate - this would cause a loss of face and place them in a very difficult position.

Suggested Gifts and Gift-giving Taboos

- Gifts should reflect the giver and the recipient.
- Consider gifts from your area. Gifts with a Company or University logo are fine.
- Gifts of cognac, fine whisky, quality wines are acceptable.
- Always wrap gifts, but do not use white paper as it symbolizes death. Red and gold are the best colours to use.
- Never write anything in red ink.
- For ideas visit - <http://www.illuminantpartners.com/2012/09/28/gifts-china-what-to-give-avoid-infographic/>





OTHER INFORMATION

Please be assured that BCC/CSUFT staff will be there to support you and answer any questions you may have. However, if you would like to carry out some research before you travel the internet is probably the best source of information as well as established Websites such as the Foreign, Commonwealth and Development Office.

Once in China please remember the authorities control internet access. Other sources of information on the ground will include, backpacker cafés and cities with large expat populations will have English-language magazines with bar, restaurants and other useful listings.

USEFUL LINKS

- CSUFT - <http://english.csuft.edu.cn/>
- Bangor University - <http://www.bangor.ac.uk/>
- NHS Choices -
<http://www.nhs.uk/NHSEngland/Healthcareabroad/countryguide/NonEEAcountries/Pages/Non-EEAcountries.aspx>
- Foreign, Commonwealth and Development Office -
<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>
- Changsha British Consulate Representative -
<https://www.gov.uk/world/organisations/british-consulate-general-shanghai/office/british-consulate-general-shanghai>
- British Consulate-General Guangzhou -
<https://www.gov.uk/government/world/organisations/british-consulate-general-guangzhou>
- Changsha City Guide - <http://www.travelchinaguide.com/cityguides/hunan/changsha/>
- Rough Guide to China - <http://www.roughguides.com/destinations/asia/china/>

欢迎

Welcome

