

Administrative Resources



PHBS Administrative Offices

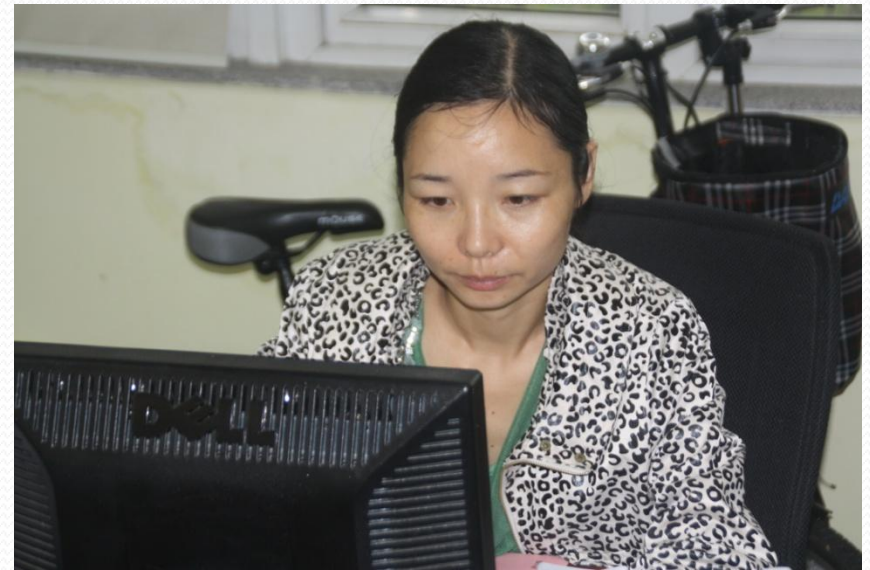
- Our school's Admin. Offices are divided based on the program they serve
- Master's Programs, MBA Program, EDP Program, etc.
- The only one you'll need to know about is the Master's Admin Office, which is divided between **C113**, **C116**, and **C117**.

C113

- There are seven staff members based in Room C113. Each person serves a different purpose, and as international students you'll deal with certain staff more often than others.
- What follows is a brief rundown of each staff member, and the service he/she can provide:

Mona

- Oversees Student Affairs for PHBS
- Organizes student events and activities, coordinates with campus-wide events
- Contact her when: you have a question regarding general on-campus events, forums, etc.



Loretta



- Maintains the grade database for PHBS
- Contact her when: you need to check your grades from the previous module (**not current**), or need an **unofficial** transcript

Eva

- In charge of all domestic student admission, updating the Chinese website for prospective students
- As a current international student, you're unlikely to have a question relating to her work



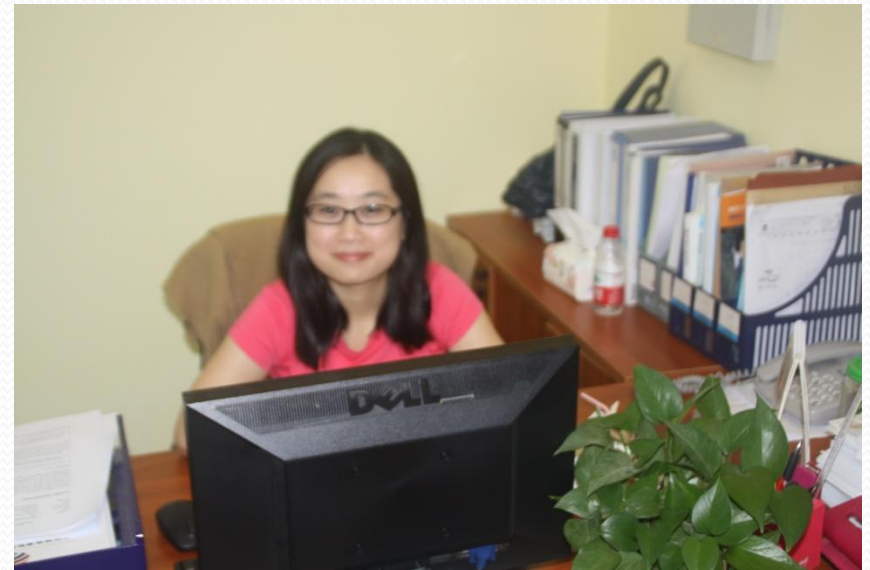
Susan



- “The Boss”: Susan coordinates the curriculum for every module. She’s the only one who oversees course registration and the academic calendar.
- Contact her when: you have a question about academic regulations that is not answered in the Student Handbook. **You must check the handbook before coming to her with a question!**

Daisy

- Coordinates PHBS' accreditation processes (EPAS, AACSB, etc.)
- As an international student, you most likely won't have questions relating to Daisy's work



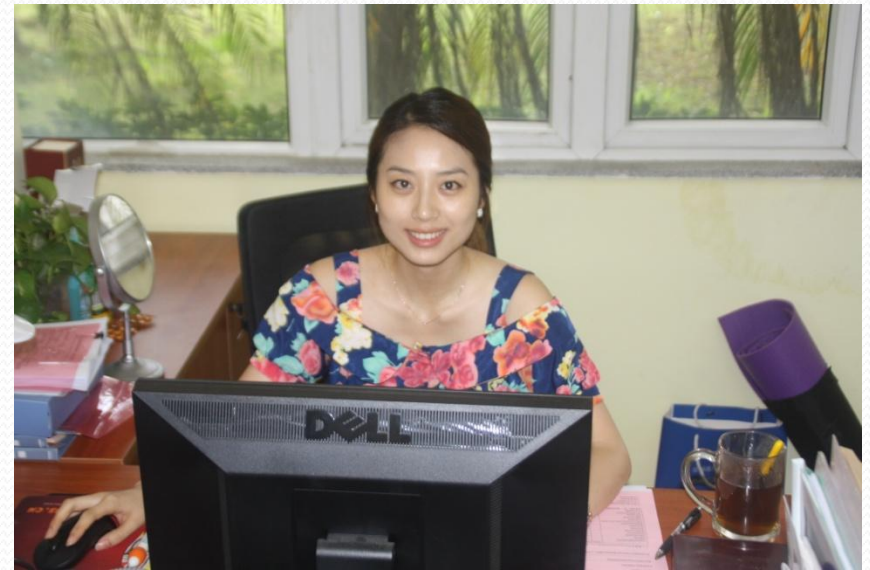
Ben



- Oversees PHBS' international recruitment projects, updates English publications and website
- Contact me when: a language barrier is preventing you from communicating with another staff member. **Please contact the appropriate staff member first.**

Jean

- The primary resource for all current international students. Deals with visa issues, academic regulations specific to international students.
- Contact her when: you're having a problem with your papers (visa, residence permit, student ID, etc.)



C116

- **Amy** and **Lynn** make up the Human Resources Department at PHBS. They deal with financing and faculty/staff recruitment within the school and rarely deal with students.
- **Johnny** is the IT Manager for our office. He doesn't speak English, but can help you solve basic technology problems you may be having.

C117

- **Vivi** is in charge of ensuring that students are up-to-date with tuition payment, leave of absence requests, etc. If you would like to request a leave of absence, you can ask her.
- **Annie** manages our Career Services Office. Contact her directly if you'd like to know more about upcoming job fairs, networking receptions, or internship opportunities.

Offices Outside PHBS

- The Business School is just one of eight schools in PKU Shenzhen. Therefore, some of your needs as a student can only be solved by offices that deal with the entire campus.
- Below are several examples of when you will need to use non-Business School offices to solve problems.

Campus Service Center

- Located underneath Dormitory Building 4
- The Service Center will provide all the services related to on-campus living
- When your electricity, water, internet go out, seek assistance at the CSC
- Additionally, students turn in lost keys, campus cards, etc. at the CSC

Building H

- Building H is the channel through which we deal with Peking University's main campus
- In order to do certain things (confirm an extended leave of absence, request an official transcript) you'll need to go through Building H. We'll send you a detailed list next week.
- The Student Affairs Office is also in Building H. They can be used if you want to start a student organization or plan a campus-wide event.

Chinese Course

中文课

About the Course

- This is the first year our school is offering a Chinese language course for credit. As a result, we may have to accommodate over the course of the two modules based on student feedback and other coursework.
- Elective course for general credit, credit does not apply to your major (not part of 36-credit graduation requirement)

About the Course

- Three levels will be offered over the next two modules for international students, staff, and faculty interested in participating
- The times will be printed in the course selection material you'll be using next Monday to register for classes

Additional Language-Learning Options

On-Campus

- Language Exchange: seek out Chinese classmates who are interested in improving their English and agree to tutor one another (mutually beneficial, free)
- Tutor: find a student or staff member who can provide Chinese tutoring sessions for you (one-way, paid)

Off-Campus

- Shenzhen Polytechnic: 20 minute bike-ride from PKUSZ, offers Chinese classes more often (enrollment cost)
- Shenzhen University: Largest university in Shenzhen, half-hour by public transp. Offers many different Chinese language levels (enrollment cost)