

# Guide for Students in Joint PhD Programs

## HOW TO GET STARTED AFTER YOU ARE ENROLLED?

1) Activate your account in the SUSTech Graduate Information System (<https://gs.sustech.edu.cn/systemlogin1>).

By the notified deadline, activate your account in the SUSTech Graduate Information System with your SUSTech ID and default password. Fill in the profile information section and upload a photo for your SUSTech ID card. (Instructions and relevant information will be emailed to you by your department and are also included in the Handbook.)

For technical issues, contact the University IT service at [<its@sustech.edu.cn>](mailto:its@sustech.edu.cn).

2) Log in to your SUSTech email. Check your SUSTech email account regularly, as this is the primary way we use to communicate with you.

Username: your SUSTech ID

Default password: the last 8 digits of your SUSTech ID

3) Learn more about the Graduate School

For policies, procedures, and services, read through the *Handbook for students of the Joint PhD Programs* (in Chinese, view 《境外联培博士生手册》 [here](#) ) and the Graduate School Website.

Keep up to date with Graduate School news and events by subscribing to “SUSTechGRAD” on WeChat.

4) Distance Registration

If you start at the Partner University, you need to follow its registration rules and deadlines. Meanwhile, you still need to complete a “distance registration” with SUSTech, so we know you have officially started abroad. Just show your home department at SUSTech any registration documentation that indicates your enrollment status and start date at the

Partner University. Examples are your student ID card and your student status page in the Partner University information system.

## **HOW TO PREPARE FOR YOUR ARRIVAL AT SUSTECH**

### 1) Notify your home department at SUSTech of your return

Depending on the study schedule of your Joint PhD Program, you will begin a new adventure at SUSTech after spending the first 1-2 years at the Partner University.

Ask the Partner University to issue an approval of leave and email it to your department. This is to let both universities know you are going to leave/arrive, so we can coordinate the related logistics. You should do so at least 30 days prior to your travel.

### 2) Student Housing

Send your dorm application with the above-mentioned leave request to the academic officer of your department (系教务老师).

### 3) Student Insurance

For students from overseas, including Hong Kong, Macau, and Taiwan, throughout your stay at SUSTech you must be enrolled in the Comprehensive Medical Insurance & Protection Scheme for Foreigners Staying in China, offered by Ping An Annuity Insurance Co., Ltd. The insurance plan of 2019-2020 can be found [here](#). Depending on (a) how long you will stay at SUSTech and (b) when you arrive, you can choose half-year/one-year insurance coverage and set your arrival date as the effective date.

Please note that you must be insured upon registration. Therefore, DO contact your department before you arrive, so payment can be set up in advance.

## **WHAT TO DO WHEN YOU ARRIVE**

### 1) Pay tuition and accommodation fees

Yearly Rate for Academic Year 2019-2020

A. Tuition: RMB 10,000

## B. Student housing: RMB 1,300

Payment methods (cash, bank transfer, etc.) may vary depending on when you return. Check with your department about how to pay the bill in your case.

### 2) Register & pick up your SUSTech ID card

Contact your departmental academic officer about specific time and location for walk-in registration.

### 3) Get an ICBC Bank card

To receive your stipends payment monthly, you must have a Shenzhen ICBC bank account.

## **ACADEMIC MATTERS**

### 1) Teaching Requirements

PhD students are required to serve as teaching assistants for two courses when at SUSTech. Students enrolled in the Academic Year 2018-2019 and afterward can apply to reduce the teaching workload if you have done it at the Partner University. Such applications should be submitted to and approved by the department of the student, which is also responsible for assigning and assessing students' TA duties.

### 2) Study Plan

By the end of your first semester, you and your supervisory team will need to lay out the overall roadmap for your PhD studies. This is your Study Plan. You need to specify the expected activities and major milestones towards the degree and your residency schedule. The study plan should be approved by both supervisors as well as your department and submitted to the Graduate School.

(The study plan form can be viewed [here](#), item 41).

### 3) Annual Review

It is a standard requirement that all students undergo an annual review to ensure they are making the right level of progress. Close to the end of each academic year, you will be asked to complete the review process by filling out the form and then being assessed by your supervisory team.

(The review form can be viewed [here](#), item 42).

## GRADUATION

Depending on your program structure, you may need to leave for the Partner University for the final semester/academic year, or you may only need a short-term leave (up to 3 months) for PhD defense.

Example:

Program structure	Residency	Stipends
1+2+1 or 1.5+2+0.5	Final academic year/semester at Partner University	From Partner University
1+3 or 2+2	Go abroad for defense during last 1-3 months while remaining registered at SUSTech	Still from SUSTech

Before leaving for the Partner University:

✓ Submit a leave application to the Graduate School at least 30 days prior to your departure.

(The application form can be found at <https://gs.sustech.edu.cn/xueshengshouce2018>, item 4)

Before graduating (specific guidelines will be provided at the start of every academic year)

✓ Submit your final PhD dissertation to your department.

✓ Complete the record sheets of academic accomplishment.

✓ Submit transcripts, progress reports and other academic records to your home department.

## FAQ

1) I am about to transit from the overseas university to SUSTech, but the semester abroad ends in July. Can I return and be enrolled then?

Although the semester end date at the Partner University may not fall within our regular registration period, our registration and tuition payments are normally open to returning joint PhD students all year round, except during public holidays and weekends.

Still, check with your department about the exact dates to register and move in.

2) I have just arrived at SUSTech. When will I start to receive stipends from SUSTech?

SUSTech stipends are paid on a monthly basis. You are eligible for SUSTech stipends if:

- A. You are registered full-time at SUSTech, AND
- B. You have paid tuition and other fees at SUSTech, AND

C. Stipend payments from the Partner University ended in the month before. The Graduate School will confirm the stipend end date with the Partner University.

3) My project abroad is not finished yet, so can I ask for two more months there?

Your study arrangement was determined by the structure of your Joint Program and specified in your study plan. However, we do understand situations may change from time to time. Thus, you can apply for a maximum of 6 months extension at the Partner University, provided it is endorsed by your supervisory team and the Partner University.

Note that this extended period is not supported by SUSTech stipends.

You should apply to the Graduate School 60 days before your original return date.

(The application form can be found at <https://gs.sustech.edu.cn/xueshengshouce2018>, item 22).

4) I am at SUSTech this term, can I go for a short-term field trip or academic visit for my research?

Yes, you can request a study leave if you want to work away from SUSTech. As long as the total leave duration does not exceed 3 months, you are still eligible for stipends during your time away from SUSTech.

To apply, submit the leave application to the Graduate School 15 workdays prior to your leave start date.

(The application form can be found at <https://gs.sustech.edu.cn/xueshengshouce2018>, item 4).

5) Can I register for courses offered by SUSTech?

Yes. To register, you need to select the courses in the Graduate Information System by the course selection deadline (usually within the first three weeks of the semester). Contact your department about how to register for the courses in the System. However, whether the course credits can be transferred to the Partner University depends on the latter.

6) Who should I consult if I would like to change my study arrangement/student status, such as supervisor, study location, or leave of absence? How do I apply?

The academic officer of your department can advise you on the relevant regulations and procedures. Please consult them when making the request.

To apply, please complete the Application to Changes to Study, and then have your supervisors and home department sign/stamp the form. The completed form should be submitted to the Graduate School for final decision at least 15 workdays prior to the proposed change start date.

(The application form can be found at <https://gs.sustech.edu.cn/xueshengshouce2018>, item 22).

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