



Zhejiang International Studies University

College of International Education
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<http://www.zjei.net/english/>

APPLICATION HANDBOOK 2018-2019

**Dear Students,
Dear Partners,**

First we would like to introduce a little bit of ZISU for you: Zhejiang International Studies University (ZISU), situated near the picturesque West Lake, is a prestigious academic institution run by Zhejiang Provincial Government. Guided by the motto of “striving for moral integrity and academic excellence”, the University is dedicated to the cultivation of innovative professionals with language competence and global vision, and the contribution to the economic and social development of the region. Formerly known as Zhejiang Education Institute, which was founded in 1955 and started enrolling full-time undergraduates in 1994, ZISU got its present name in 2010 with the authorization of the State Ministry of Education.

Thank you for your interesting in studying at Zhejiang International Studies University or recommending international students to us. With this information package we would like to help you to apply correctly.

If you have a question that is not answered in this handbook please feel free to address it to College of International Education’s contact personnel. We want to be able to offer you an easy use.

This handbook is subject to changes.

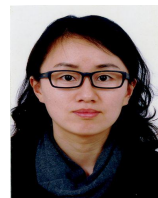
A. College of International Education’s contact personnel

Mrs. Tao Guoxia 陶国霞

Deputy Dean

Fluent in Chinese and English

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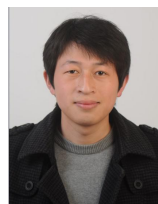


Mr. Yan Weijian 严伟剑

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Ms. Li Xiangyu 李翔宇

Coordinator

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International Admissions Officer

Fluent in Chinese, English, Malay and Cantonese

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Brief academic calendar

Fall Semester (concrete dates will be announced additionally)	Arrival/ Registration/ Orientation/ Classes begin – <i>early September 2018</i>
	Classes and exams end - <i>late January, 2019</i>
Winter holiday	<i>Early February–Early March, 2019</i>
Spring Semester (concrete dates will be announced additionally)	Arrival/ Registration/ Orientation/ Classes begin – <i>early March 2019</i>
	Classes and exams end - <i>Early July, 2019</i>
Summer holiday	<i>Mid July – Early September, 2019</i>
Public Holidays	<ul style="list-style-type: none"> ● Mid-autumn festival: 22nd to 24th, Sep. 2018 ● National holidays: 1st to 7th, Oct. 2018 ● New Year: 1st, Jan. 2019 ● Tomb-sweeping Day: 5th, Apr. 2019 ● Labour Day: 1st, May, 2019 ● Dragon boat festival: 7th, Jun 2019

B. Study programs

B1. Non-degree program: Chinese Language program

Duration of studies	One semester or one year
Granted document	Transcript of records
Language of instruction	Chinese and English
Courses	<input type="checkbox"/> Comprehensive Chinese 8hrs/week <input type="checkbox"/> Listening 4hrs/week <input type="checkbox"/> Speaking 4hrs/week <input type="checkbox"/> Chinese Characters (beginners class) 2hrs/week <input type="checkbox"/> Reading and Writing (Intermediate and advanced class) 2hrs/week <input type="checkbox"/> Chinese Culture(optional), 2hrs/week <input type="checkbox"/> Math(optional) 2hrs/week <input type="checkbox"/> HSK(optional), 2hrs/week <input type="checkbox"/> Taiji(optional), 2hrs/week
Tuition	Tuition fee = 7000 RMB/semester. ¹
Optional courses from other programs	At most two Courses depending on the availability of the programs (for English courses please see Attachment 2)
Optional courses registration/drop period	Registration upon arrival. Drop period – during first two weeks of study.

B2. Practicum Program: Internship in Hotels

Duration of studies	3-6 months
About the program	This program is offered by Zhejiang International Studies University, for students from its partner universities. The program is launched in Spring semester, 2016. Until now 4 students from two of our partner universities have taken part in or finished the program and more are

¹ For exchange students tuition fee is waived according to the agreement between ZISU and their home university.

	coming. Within this program, students will get the chance to work as an intern in Five Star hotels in Hangzhou, one of the best tourist cities in China which is international and hospitable. The internships are offered by ZISU's two cooperative partners, Landison Plaza Hotel and Narada Grand Hotel.
About the internship	Interns will get the opportunities to take job rotation in different departments within the hotel, which includes Reception Department, Food and Beverage Department and Marketing Department in Landison Plaza Hotel and Narada Grand Hotel, 2 outstanding five-star hotels in Hangzhou, China. For more detailed information about the two hotels, please check: http://www.zjnaradagrandhotel.com/ http://www.landison-plazahotel.com/
What you will get	<ul style="list-style-type: none"> ● Internship certificate from the hotel; ● Free accommodation and meals in the hotel; ● 2,000RMB as living subsidy per month; ● Knowledge and working experience in hotel management; ● Fantastic living experience in Hangzhou ,China
Who we are looking for	<ul style="list-style-type: none"> ● Undergraduate students ● All majors are acceptable (students majoring in Tourism Management are preferential) ● Fluent in English (students who can also speak Chinese will be Preferential) ● With related working experience (not necessary) ● Have no criminal record ● Be capable of working and living abroad by oneself ● Obey laws and rules in his/her own country and China
Language of instruction	English and Chinese
Tuition	Tuition fee = 9000 RMB/semester. ²
Support from the University	A guidance counselor with hotel working experience

B3. Degree program: International Economy and Trade (Instructed in English)

Duration of studies	One semester to four years	
Granted document	For one semester of studies is issued the transcript of records. For one year or more than one year' studies are awarded the Certificate.	
Language of instruction	English	
Courses	<input type="checkbox"/> Principles of Selling <input type="checkbox"/> International Trade in Service and Technical Transfer <input type="checkbox"/> International Transportation and Insurance <input type="checkbox"/> International Settlement <input type="checkbox"/> International Financial Management <input type="checkbox"/> Chinese and Western Culture and Communication <input type="checkbox"/> Economic Reform and Development in China <input type="checkbox"/> China's Foreign Trade and Investment <input type="checkbox"/> Survey of Zhejiang Economy <input type="checkbox"/> Enterprise Practice	<input type="checkbox"/> Advanced Mathematics <input type="checkbox"/> Linear Algebra <input type="checkbox"/> Probability Theory <input type="checkbox"/> Statistics and Econometrics <input type="checkbox"/> Principles of Management <input type="checkbox"/> Microeconomics <input type="checkbox"/> Marketing <input type="checkbox"/> Macroeconomics <input type="checkbox"/> Principles of Accounting <input type="checkbox"/> International Trade: Theories and Policies <input type="checkbox"/> Practice of International Trade <input type="checkbox"/> International Finance <input type="checkbox"/> International Business <input type="checkbox"/> Financial Management <input type="checkbox"/> Public Finance and Monetary <input type="checkbox"/> Banking

		<input type="checkbox"/> Cross-Border E-Commerce
Tuition	Tuition fee = 9000 RMB/semester ³	
Optional courses from other programs	At most two Courses depending on the availability of the programs	
Optional courses registration/drop period	Registration upon arrival. Drop period – during first two weeks of study.	

B4. Degree program: Tourism Management (Instructed in English)

Duration of studies	One semester to four years	
Granted document	For one semester of studies is issued the transcript of records. For one year or more than one year' studies are awarded the Certificate.	
Language of instruction	English	
Courses	<input type="checkbox"/> Introduction to Hospitality & Tourism Industry <input type="checkbox"/> Lodging Management <input type="checkbox"/> Tourism Destination Management <input type="checkbox"/> Travel service <input type="checkbox"/> Hotel Management <input type="checkbox"/> Service Management <input type="checkbox"/> Hospitality and Tourism Marketing <input type="checkbox"/> Tour Guide Operation <input type="checkbox"/> International MICE Practices	<input type="checkbox"/> Principles of Management <input type="checkbox"/> Microeconomics <input type="checkbox"/> Marketing <input type="checkbox"/> Macroeconomics <input type="checkbox"/> Principles of Accounting <input type="checkbox"/> International Business <input type="checkbox"/> Financial Management <input type="checkbox"/> Cross-Border E-Commerce <input type="checkbox"/> Chinese and Western Culture and Communication <input type="checkbox"/> Economic Reform and Development in China <input type="checkbox"/> China's Foreign Trade and Investment <input type="checkbox"/> Survey of Zhejiang Economy <input type="checkbox"/> Enterprise Practice
Tuition	Tuition fee = 9000 RMB/semester ⁴	
Optional courses from other programs	At most two Courses depending on the availability of the programs	
Optional courses registration/drop period	Registration upon arrival. Drop period – during first two weeks of study.	

C. Application

Application Materials	If students are interested in either Chinese language program or Doing Business in China program, please fill (1) Application Form (see Attachment 1), and send us the photocopies of: (2) Highest Degree Certificate (3) Official Transcript (with English or Chinese translation) (4) Passport
Application Deadlines	Fall Semester (2018) – June 15, 2018 Spring Semester (2019) – Dec. 15, 2018

³ ,⁵For exchange students tuition fee is waived according to the agreement between ZISU and their home university

Visa	In order to obtain the visa to enter China, ZISU will issue and send the acceptance letter and JW202 form for each student. Please contact the People's Republic of China authority in your country for more details about visa.
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D. Accommodation (for pictures see Attachment 3)

Accommodation	Xiaoheshan Campus (Suburb). It has facilities like dorms, class buildings, libraries, canteens, performance halls, etc.
Single room	1200RMB/month excluding electricity, water and internet bills
Double room	600RMB/month excluding electricity, water and internet bills
Living conditions	Rooms in the downtown campus are en-suite with a bathroom and air conditioner, internet access. Kitchen and laundry are common. Students need to buy their bed-linens.

E. Additional expenses

Registration fee	500 RMB
Books	200 RMB - 500 RMB (depending on the courses)
Health report	500 RMB *In case any contagious diseases are found (for example HIV/AIDS, tuberculosis, syphilis, hepatitis etc.) there is a probability that application for stay in China will be rejected. In this case student must return to his/her home country. Therefore we strongly recommend before arriving to China to pass the health testing in student's home country.
Health insurance	300 RMB per semester Before classes start, students should have a health insurance for the period of stay. The insurance shall be obtained in Hangzhou. CIE will assist the students in applying for the insurance in Hangzhou.
Residence Permit	400 RMB for less than 365 Days Students need to apply for their residence permit within 30days after their entry of China.
Visa extension	400 RMB *In case the stay in China is more than 180 days, students shall apply for visa extension. ZISU's International College will assist students to extend their visas.
Internship Permit	400 RMB After two months of good performance and attendance in class, students can apply for internship in the local organization with pay. CIE will assist students to do the paperwork.
Other living expenses, including meals and personal expenses	Covered by the student

F. Additional information

Host buddy program	ZISU provides a host buddy program in which foreign students are paired with Chinese students who volunteered for this program. During the program students will help foreign students to settle down and get familiar with the campus and the surroundings, meanwhile both sides will have a culture exchange, practice foreign languages they are studying. For taking part in this program foreign students will need to sign-up after receiving the confirmation that they are accepted to study at ZISU.
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Host family program	ZISU provides a host family program in which foreign students are paired with Chinese families. Students will not live with the Chinese family, but will spend time together for different activities (visit the city, have the meals, travel, etc). For taking part in this program foreign students will need to sign-up after receiving the confirmation that they are accepted to study at ZISU.
Cultural Exchange programs	ZISU provides series of programs to enhance cultural exchanges between foreign and Chinese students. Foreign students need to sign up after receiving the information.
On-campus job	ZISU opens jobs for foreign students to practice their mother language with ZISU students of language programs. These jobs will be paid by hours.
ZISU address	Room 221, Wangyuan D Building, Xiaoheshan Campus, Zhejiang International Studies University, 299 Liuhe Road, Hangzhou (杭州市留和路299号 浙江外国语学院小和山校区 望院D221室 国际学院).



Zhejiang International Studies University

浙江外国语学院外籍学生入学申请表

Application Form for International Students

No: _____

英文姓名Family Name:	First Name:	Middle Name:	照片 Photo	
中文姓名Chinese Name:	性别Gender	婚姻状况Marital Status:		
出生日期Date of Birth: 年(Y) 月(M) 日(D)	出生地Country of Birth:		Photo	
国籍Nationality:	护照号码 Passport No:	护照有效期 Passport Valid Until: 年(Y) 月(M) 日(D)		
电子邮件E-mail Address:		宗教 Religion:		
本国地址Permanent Home Address and Telephone No. 街道Street _____ 城市City _____ 国家Country _____ 邮编 Zip code _____ 电话 Phone Number _____				
邮寄地址（若与上述地址不同） Mailing Address (if different): 街道Street _____ 城市City _____ 国家Country _____ 邮编 Zip code _____ 电话 Phone Number _____				
学习经历 Education Background:				
学校名称Name of School/College/University	专业Major	开始年月(mo/yr)	结束年月(mo/yr)	所获学位/年份 Degree Earned/Year
汉语熟悉程度 The Chinese Language Proficiency: ----- <input type="checkbox"/> 很好Excellent <input type="checkbox"/> 好Good <input type="checkbox"/> 一般Fair <input type="checkbox"/> 入门Beginning 你曾经学多长时间汉语 (How long have you learned Chinese)? <input type="checkbox"/> 600学时以上/Over 600 Class hours <input type="checkbox"/> 400-600学时以上/400-600 Class hours <input type="checkbox"/> 200-400学时/200-400Class hours <input type="checkbox"/> 50-200学时/50-200 Class hours <input type="checkbox"/> 50学时以下/ Less than 50 Class hours 汉语水平考试等级 (The Chinese proficiency test/HSK): <input type="checkbox"/> 考过, ___级/Yes, band___. <input type="checkbox"/> 考过, 没有级/Yes, but no grades <input type="checkbox"/> 没有考过/No				

英语熟悉程度 The English Language Proficiency <input type="checkbox"/> 很好Excellent <input type="checkbox"/> 好Good <input type="checkbox"/> 一般Fair <input type="checkbox"/> 入门Beginning											
申请类别 Applying as: <input type="checkbox"/> 学历生Degree Student: <input type="checkbox"/> 本科生Undergraduate Student <input type="checkbox"/> 专科生 Diploma Student <input type="checkbox"/> 非学历生 Non-degree Student: <input type="checkbox"/> 汉语进修生Language Student <input type="checkbox"/> 交换生Exchange Student <input type="checkbox"/> 短期访问生Short Term Visiting Student											
来浙江外国语学院学习的专业或课程 Intended major or program studied at ZISU:											
申请学习期限 Intended duration of study: from Yr Mo to Yr Mo											
推荐人或单位/电话/电子邮件 Recommended by _____ Phone Number: _____ E-mail Address: _____	经费来源 Source of Funding: <input type="checkbox"/> 自费 Self-supporting <input type="checkbox"/> 奖学金 Scholarship <input type="checkbox"/> 其他 Other										
申请人保证: I hereby affirm that: 上述各项中所提供的情况是真实无误的; All the information given in this form is true and correct; 在中国学习期间将遵守中国政府的法律和学校的规章制度; I shall abide by the laws of the government of P.R. China and the regulations of the University 申请人签字: _____ 日期: _____ Applicant's signature: _____ Date: _____											
请申请人将本申请表及以下 (1) (2) (3) 份材料发送至study@zisu.edr.cn Applicants should submit the following documents with the application form to Program Manager at study@zisu.edu.cn											
<table border="0"> <tr> <td>(1) 最高学历证书</td> <td>Photocopy of Highest Degree Certificate</td> </tr> <tr> <td>(2) 学习成绩单</td> <td>Photocopy of Official Transcripts (with English or Chinese translation)</td> </tr> <tr> <td>(3) 护照复印件</td> <td>Photocopy of Passport</td> </tr> <tr> <td>(4) 健康报告(有的情况下)</td> <td>Photocopy Health Report (if available)</td> </tr> <tr> <td>(5) 家长担保函</td> <td>Parent Guarantee (must be signed)</td> </tr> </table>		(1) 最高学历证书	Photocopy of Highest Degree Certificate	(2) 学习成绩单	Photocopy of Official Transcripts (with English or Chinese translation)	(3) 护照复印件	Photocopy of Passport	(4) 健康报告(有的情况下)	Photocopy Health Report (if available)	(5) 家长担保函	Parent Guarantee (must be signed)
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(3) 护照复印件	Photocopy of Passport										
(4) 健康报告(有的情况下)	Photocopy Health Report (if available)										
(5) 家长担保函	Parent Guarantee (must be signed)										

Contacts:

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全英文授课课程 Full English Courses

课程名称 Courses	学分 Credits	学时 Credit Hours	学时分配 Time Allocation			开课学期 Semester	考试 方式 Test Mode
			授课 Teaching	实践 Practice	实验 Experiment		
中国文化概论 (全英) Introduction to Chinese Culture	2	32	28	4		3	Assessment
语言学概论 (全英) Introduction to Linguistics	2	32	28	4		5	Examination
跨文化传播学 (全英) Intercultural Communication Theory	2	32	28	4		5	Assessment
比较文学 (全英) Comparative Literature	2	32	28	4		6	Examination
汉英语言对比与翻译 (全英) Comparisons of Chinese and English	2	32	28	4		4	Assessment
中国名著英译 (全英) English Translation on Chinese Classics	2	32	22	10		5	Assessment
英语语言学名著导读 (全英) An Introduction of English Linguistics Classical Works	2	32	28	4		6	Assessment
语用学 (全英) Pragmatics	2	32	28	4		6	Assessment
第二语言习得 (全英) Second Language Acquisition	2	32	28	4		6	Assessment
国际传播学 (全英) International Communication	2	32	28	4		7	Assessment
微观经济学 (全英) Microeconomics	3	48	48			2	Examination
宏观经济学 (全英) Macroeconomics	2	32	32			3	Examination

国际贸易理论与政策 (全英) International Trade	3	48	48			4	Examination
国际金融 (全英) International Finance	2	32	32			5	Examination
国际市场营销 (全英) International Marketing	3	48	48			7	Examination
商务与管理沟通 (全英) Business and Administrative Communication	4	64				6	Assessment
微观经济学 (全英) Microeconomics	3	48				2	Examination
宏观经济学 (全英) Macroeconomics	3	48				3	Examination
国际金融 (全英) International Finance	3	48				5	Examination
国际贸易理论与政策 (全英) International Trade: Theories and Policies	3	48				4	Examination
统计学与计量经济学 (全英) Statistics and Econometrics	4	64				5	Examination
管理学原理 (全英) Principles of Management	3	48				2	Examination
市场营销学 (全英) Marketing	3	48				3	Examination
会计学原理 (全英) Principles of Accounting	3	48				4	Examination
国际贸易实务 (全英) Practice of International Trade	3	48				5	Examination
国际商务 (全英) International Business	3	48				6	Examination
财务管理 (全英) Financial Management	3	48				6	Examination
财政与货币银行学 (全英)	3	48				7	Assessment

Public Finance and Monetary Banking							
跨境电子商务 (全英) Cross-Border E-Commerce	2	32				7	Assessment
拉美国家概况 (全英) Survey of Latin American Countries	3	48				4	Assessment
拉美商业文化 (全英) Business Culture in Latin American Countries	3	48				5	Assessment
中拉经贸合作 (全英) Sino-Latin American Economic and Trade Cooperation	3	48				6	Assessment
拉美经济发展史 (全英) Latin American Economic History	3	48				7	Assessment
拉美经济前沿 (全英) Frontier Issues in Latin American Economy	3	48				7	Assessment
销售学原理 (全英) Principles of Selling	3	48				4	Assessment
国际服务贸易与技术转移 (全英) International Trade in Service and Technical Transfer	3	48				5	Assessment
国际运输与保险 (全英) International Transportation and Insurance	3	48				6	Assessment
国际结算 (全英) International Settlement	3	48				7	Assessment
国际财务管理 (全英) International Financial Management	3	48				7	Assessment
国际商务谈判 (全英) International Business Negotiation	3	48				4	Assessment
国际市场营销学 (全英) International Marketing	3	48				5	Assessment
外贸函电 (全英)	3	48				6	Assessment

Foreign Business Correspondence							
国际会展实务 (全英) Practice of Exhibition & Conference	3	48				7	Assessment
商务环境分析 (全英) Analysis on Business Environments	3	48				7	Assessment
中西方文化与交流 (全英) Chinese and Western Culture and Communication	3	48				4	Assessment
中国经济改革与发展 (全英) Economic Reform and Development in China	3	48				5	Assessment
中国对外贸易与投资 (全英) China's Foreign Trade and Investment	3	48				6	Assessment
浙江经济概况 (全英) Survey of Zhejiang Economy	3	48				7	Assessment
企业实践 (全英) Enterprise Practice	3	48				7	Assessment
商务与管理沟通 (全英) Business and Administrative Communication	4	64	64			6	Assessment
旅游学概论 (全英) Introduction to Hospitality & Tourism Industry	3	48				3	Examination
住宿业管理 (全英) Lodging Management	3	48				4	Examination
旅行服务管理 (全英) Travel service	3	48	39	6	3	5	Examination
旅游与接待业营销 (全英) Hospitality and Tourism Marketing	3	48	42	6		6	Examination
统计学与计量经济学 (全英) Statistics and Econometrics	4	64				5	Examination
管理学原理 (全英)	3	48				2	Examination

Principles of Management							
西方经济学（全英） Economics	3	48				2	Examination
商务礼仪（全英） Business Etiquette	3	48	39		9	2	Assessment
会计学原理（全英） Fundamental Accounting Principles	3	48				4	Examination
旅游目的地管理（全英） Tourism Destination Management	3	48	42	6		5	Examination
财务管理（全英） Financial Management	3	48				6	Examination
旅游电子商务（全英） E-business for Tourism	2	32	24		8	7	Examination
文化遗产与旅游（全英） Cultural Heritage and Tourism	3	48	42	6		7	Examination
旅游地理学（全英） Tourism Geography	3	48	48			4	Assessment
旅游规划与开发（全英） Tourism Planning	3	48	36	12		5	Assessment
休闲学（全英） Leisure Study	3	48				5	Assessment
旅游景区管理（全英） Tourist Attraction Management	3	48	36	12		6	Assessment
导游业务（全英） Tour Guide Operation	3	48	39	9		6	Assessment
旅游政策与法规（全英） Hospitality and Tourism Law	3	48	48			7	Assessment
旅游社会学（全英） Tourism Sociology	3	48	48			7	Assessment
酒店管理（全英） Hotel Management	3	48	39	9		4	Assessment

餐饮业管理 (全英) F & B Management	3	48	39	9		5	Assessment
服务管理 (全英) Service Management	3	48				5	Assessment
房务管理 (全英) Front Office and Housekeeping Management	3	48	36	12		6	Assessment
食品营养学 (全英) Food Nutriology	3	48	39	9		6	Assessment
国际酒店集团研究 (全英) Study on International Hotel Groups	3	48	42	6		7	Assessment
酒店公共关系 (全英) Hotel Public Relations	3	48	48			7	Assessment
会展概论 (全英) Introduction to MICE	3	48				4	Assessment
国际会展实务 (全英) International MICE Practices	3	48	42	6		5	Examination
活动策划理论与实务 (全英) Event Designing Theory and Practices	3	48	48			5	Assessment
会展旅游产品设计 (全英) MICE Product Designing	3	48	48			6	Assessment
奖励旅游策划与组织 (全英) Incentive Travel Planning and Organization	3	48	48			6	Assessment
节庆活动策划与组织 (全英) Festival Planning and Management	3	48	48			7	Assessment
国际赛事活动策划 (全英) International Event Planning	3	48	48			7	Assessment
国际财务管理 (全英) International Financial Management	2	32	28	4		6	Examination

财会英语 (全英) Financial Reporting	2	32	32			5	Assessment
国际结算 (全英) International Settlement	2	32	32			6	Assessment
国际金融 (全英) International Finance	2	32	32			7	Assessment
教育统计与SPSS软件运用(全英) Educational statistics and the application of SPSS	1	16	12	4		3	Assessment
教育统计与SPSS软件运用(全英) Educational statistics and the application of SPSS	1	16	12	4		3	Assessment
财务管理 (全英) Financial Management	2	32	32			5	Examination
西方经济学 (全英) Economics	4	64	64			4	Examination
自然科学史研读 (全英) Natural Science History Study	2	32	32			5	Assessment
现代化学进展 (全英) Progress in Modern Chemistry	2	32	32			6	Assessment
现代生命科学进展 (全英) Progress in Modern life sciences	2	32	32			5	Assessment
能源科学概论 (全英) Introduction to Energy Science	2	32	28	4		5	Assessment
网络营销 (全英) * Internet Marketing (in English)	3	48	48			4	Examination

Living @ Zhejiang International Studies University

Xiaoheshan campus



Xiaoheshan campus dormitory

