**Partnerships & Innovation**

**Henan University**

**TNE Staff Information – Diploma of Business (Enterprise) and Diploma of Information Technology**



**Site Coordinator**

Mr Nick Cypreou

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**Quick Links**

* [What I’ve learnt from working in China](http://Intranet.vu.edu.au/VUCollege/Predeparture/Henan_Diplomas/What%20Ive%20learnt%20from%20working%20in%20China.pdf)
* [Tourist-Map-of-Kaifeng](http://Intranet.vu.edu.au/VUCollege/Predeparture/Henan_Diplomas/Tourist-Map-of-KaiFeng.jpg)
* [Living in Kaifeng](http://Intranet.vu.edu.au/VUCollege/Predeparture/Henan_Diplomas/Living%20in%20Kaifeng.pdf)
* [ACE Assistance Card](http://Intranet.vu.edu.au/VUCollege/Predeparture/Henan_Diplomas/ACE%20Assistance%20Card.pdf)
* [TNE Teaching Report](http://intranet.vu.edu.au/PI/Administration.asp)

1. **Site Specific Pre-Departure Information**

You are required to participate in a pre-departure meeting which will be organised by the Site Coordinator.

All VU travel and accommodation related processes and forms can be found [here](http://intranet.vu.edu.au/PI/Administration.asp).

VU Policies:

* You may find you need access to particular VU policies. VU’s policies can be found at: <https://policy.vu.edu.au/>
* The [Staff Code of Conduct](https://policy.vu.edu.au/view.current.php?id=00176) policy sets out VU’s expectations of its staff. It is advisable to familiarise yourself with these expectations before going offshore.

1. **Arrival in Kaifeng, China**

**Local weather**

It is recommended that you consult an international website for weather forecasts: <http://www.weatherzone.com.au/world/>

**Zhengzhou airport**

Airport pickup is arranged by Henan University. You will be met by someone at Zhengzhou airport carrying a sign and taken to your accommodation.

**Map of Kaifeng**

See link for [map of Kaifeng](http://Intranet.vu.edu.au/VUCollege/Predeparture/Henan_Diplomas/Tourist-Map-of-KaiFeng.jpg).

**Accommodation**

You will be staying in staff accommodation at a hotel at Henan University in 85 Minglun Street, Kaifeng. It is on the University campus. Some shops and restaurants are outside the main South gate. The Kaifeng CBD (Gulou) is a short taxi ride.

* See [Accommodation Photos](http://Intranet.vu.edu.au/VUCollege/Predeparture/Henan_Diplomas/HU%20Photos.pptx) for Henan University.
* See guide to [Living in Kaifeng](http://Intranet.vu.edu.au/VUCollege/Predeparture/Henan_Diplomas/Living%20in%20Kaifeng.pdf).

**Food**

There are student cafeterias on campus, but also cheap cafes and restaurants directly outside the University grounds within walking distance.

* See [Living in Kaifeng](http://Intranet.vu.edu.au/VUCollege/Predeparture/Henan_Diplomas/Living%20in%20Kaifeng.pdf) for places to go for meals.
* See the [Chinese Menu](http://Intranet.vu.edu.au/VUCollege/Predeparture/Liaoning/3%20Useful%20Chinese%20Phrases.docx) for translations of common Chinese dishes.

**Managing money and finances**

* There is no problem with the use of credit cards and ATMs are readily available. There is one directly outside your accommodation.
* It is advisable to have as a small amount of emergency cash for your trip
* It is also recommended that you set up a debit account to use at the ATMs
* The Chinese currency is Chinese National Yuan (CNY), and is calculated in yuan (commonly called renminbi, or ‘kuai’). You may wish to use a [Currency Converter](http://pages.oanda.com/homepage2)

**General safety issues**

* There are no safes at your accommodation, so please ensure you look after your valuables.
* It is generally considered safe to walk around Kaifeng.
* Drink only bottled or boiled water.

**Time zones and time differences**

All of China is set to Beijing time (unofficially, areas in the west have their own local time), which is two hours behind Australian Eastern Standard Time. There is no daylight saving time in Beijing. When Australia is in daylight saving mode, the time difference is three hours.

To find the current time in Kaifeng, view the [World Clock](http://www.timeanddate.com/worldclock/china/shenyang).

**Communication**

* Use of WIFI apps to communicate is recommended. Only Ethernet cable connection is available at HU hotel accommodation. You need a buy/ bring a WIFI router to plug your Ethernet cable into if you want to use WIFI in your hotel room.
* It is recommended that staff load the VPN app on their computer before leaving Australia for accessing Google, Facebook and related applications in the hotel.
* Staff can buy their own Chinese simcard which is relatively cheap. See link to Living in Kaifeng for information on buying a Chinese simcard.
* Remember to add 00 11 86 at the front of the number when ringing China.
* When ringing Australia from China the prefix is (+613) from a landline and (+614) from a mobile
* This website provides a useful guide to telephone calls to and from China: <http://www.travelchinaguide.com/faq/when/general.htm>

**Opening Hours in China**

Many shops are open from 7 am till 9:30 pm, including most public holidays, with the exception of Chinese New Year.

**Language and Customs – General**

* **Basic Mandarin**

It is helpful to know some basic Mandarin phrases:

|  |  |
| --- | --- |
| **English word/phrase** | **Pin yin** |
| Good morning | Zao shang hao |
| Good afternoon | Sha woo hao |
| Hello/ Hi (singular) | Nin hao |
| Hello/Hi (plural/audience) | Nimen hao |
| Thank you | Xie xie (Shie shie) |
| Correct | Dui |
| No | Bu |
| Please | [Qing](http://www.transparent.com/learn-mandarin-chinese/phrases.html) |
| How much? | Duo shao qian? |
| Goodbye | Zai jian |

Additional phrases which may be useful for eating out or shopping can be found [here](http://intranet.vu.edu.au/VUCollege/Predeparture/Liaoning/3%20Useful%20Chinese%20Phrases.docx).

* **Names**

Surnames are placed first e.g., Mr Yao Ming should be addressed as Mr Yao.

* **Greetings**

A handshake is the standard way to greet men and women, whatever their age or seniority. Note that the Chinese respect their elders, an extra show of courtesy in the presence of an older person will reflect well.

* **Business cards**

Business cards (*ming pian*) are essential in China. Present the card with both hands with the Chinese side face up. It is a sign of respect to spend a few moments examining the business cards you receive

* **Dining etiquette**

In the event that you are invited to a dinner, if the host proposes a toast, it is expected that you will do the same in return, according to a hierarchical protocol. Even though dishes arrive and are placed around the table, wait for the host to gesture that it is time to eat collectively. Do not leave the banquet or lunch/dinner before the host.

* **Chinese protocols**

VU has prepared a [document](http://intranet.vu.edu.au/VUCollege/Predeparture/Liaoning/4%20Country%20Protocols%20China.docx) describing in more detail the protocols in China.

* **Toilets**

These are designed for the local culture. It is suggested that you always carry a pack of tissues and perhaps hand sanitiser.

1. **The Partner: Henan University**

**Address**

|  |  |
| --- | --- |
| International Education College  85 Minglun Street  Kaifeng, Henan  PR China 475001 | Address in Chinese:  河南大学 国际教育学院  河南省开封市明伦路85号 |

**Henan University – Background**

Henan University is located in the historic city of Kaifeng, a city in central China, near to the larger city of Zhengzhou. Its background and history can be found [here](http://en.henu.edu.cn/).

**Henan University’s Involvement with VU**

Henan University has been delivering VU Diplomas in Business and Information Technology since 2003. The following Higher Education (HE) Diplomas are available through Henan University’s School of International Education.

* [Diploma of Information Technology](https://www.vu.edu.au/courses/international/VDIT), incorporating [English for Academic Purposes (EAP)](https://www.vu.edu.au/courses/english-for-academic-purposes-eap-vneap)
* [Diploma of Business (Enterprise)](https://www.vu.edu.au/courses/international/WDBE), incorporating [English for Academic Purposes (EAP)](https://www.vu.edu.au/courses/english-for-academic-purposes-eap-vneap).

Victoria University students who complete a two-year VU Diploma (including English for Academic Studies) at Henan University have the opportunity to transfer from Henan University to VU in Melbourne and complete a:

* [Bachelor of Business](https://www.vu.edu.au/courses/bachelor-of-business-bbus) degree in any one of 13 business specialisations, or
* [Bachelor of Information Technology](https://www.vu.edu.au/courses/international/NBIT).

Students who transfer through this pathway will enrol directly into the second year of the bachelor degree, and complete the degree in only two years. Alternatively, students can continue to a Henan University bachelor degree.

**Key Partner Contacts**

Below are the contact details for local partner staff in Henan.

**Xu Chu (for general enquiries, e.g, airport, taxis etc)**

Administrator

Phone: 86 378 281 1635

Mobile: 13781158798

Email: [xuchujk@yahoo.com.cn](mailto:xuchujk@yahoo.com.cn)

**Fang Fang (for academic related matters, e.g, photocopying etc )**

Coordinator of WDBE and TDIT Diploma

Email: [sff3361982@163.com](mailto:sff3361982@163.com)

**Accidents/ Emergencies**

* In an emergency please contact **Xu Chu** (details above).
* To notify VU of any accident/ emergency, contact **Mr Nick Cypreou,** Site Coordinator, HE Diplomas, China. Email: [nick.cypreou@vu.edu.au](mailto:nick.cypreou@vu.edu.au) ; Phone: +613 9919 8555 Mobile: +614 25832403
* For in-country emergency support/ advice, contact **Ms Donna Capistrano,** National Coordinator ELICOS Offshore). Email: [donna.capistrano@vu.edu.au](mailto:donna.capistrano@vu.edu.au) Mob:(in China) +86-13840079621.
* **ACE Assistance** is VU’s insurer. It provides a wide range of services to VU travellers in emergencies and other difficulties (e.g., medical assistance, lost documents and ticket replacement): www.aceassistance.com. Tel: 61 2 8907 5995. VU’s policy number is: 02PP018244. Please ensure you obtain an [ACE Assistance Card](http://www.staff.vu.edu.au/internationalchina/TNEInfo/index.htm) to carry with you or print out the details. See link for details about ACE Insurance.

1. **Teaching and related matters**

**Teaching Timetable**

* The teaching timetable is normally provided on arrival. Sometimes it may be available earlier but this is not guaranteed.

**Partner teaching staff**

* A list of partner teaching staff for each unit will be sent out by the Site Coordinator as soon as it becomes available.

**Meetings with partner staff**

* It is expected that you will meet with your counterparts at Henan University, if possible shortly after your arrival.
* To facilitate this, the Site Coordinator will advise the partner in advance of your visit that meetings with VU staff need to occur soon after arrival.
* Please note that meetings may need to be scheduled on weekends.

**Class lists**

* A class list is normally provided on arrival.
* When students enrol, their names and details are uploaded into VU Collaborate automatically. You can access a class list through VU Collaborate.

**Attendance**

* It is recommended that in the first class you identify the class monitor and ask them to check off student attendance
* It is expected that you will note attendance and report poor attendance in the Offshore Teaching Report, to be completed after your visit.

**Classrooms and Class Sizes**

* Enrolments for the Diploma of IT are normally between 80-100 students, with classes split into two groups. Classes are conducted in computer laboratories with 60-80 computers.
* For Diploma of Business (Enterprise) numbers are around 400 students. This is split into groups of 3 or 4 of around 120 per group. Teachers should be prepared to repeat the classes for each group so you need to prepare accordingly.
* In terms of air conditioning (heating and cooling) staff should not expect the same conditions at Henan University as in Australia. Be prepared for extra hot or extra cold weather depending on the season. It is advised that you check the weather forecast and dress suitably.

**IT - internet, access to VU Collaborate**

* The class monitor will provide assistance with computer issues.
* Internet and VU Collaborate access may not be as reliable as in Australia. Staff are therefore advised to take teaching materials on a USB stick or portable hard disks, including downloads from the internet such as videos.
* Non-Chinese social media will be blocked in China. This includes Facebook, Twitter, YouTube, and all Google related products.

**Other equipment**

* The standard document camera and data show equipment is available, including microphones.

**Photocopying**

* Photocopying can be provided if required. However, you will need to notify Henan staff in advance.

**Classroom customs/ behaviour and expectations**

* In the first class, teachers are to go over the Unit of Study guide paying particular attention to advise students on assessments for the unit and what each assessment is worth. You must also clearly explain the assessment structure and supplementary assessment conditions.
* Remember to speak slowly, as a slower delivery assists students’ understanding of the teaching material. This is very important.
* Keep the language simple and short and try to be more visual with your teaching approach.
* Remember to project your voice or use the microphone if it is available.
* Students may be quiet in class and it may be necessary to prompt them to draw them out. They are more likely to ask questions during the breaks. You need to gain their confidence before they feel comfortable enough to ask questions.
* You may find the following a useful guide to teaching in China: [Teaching for Learning in China –Teacher Guide and Quality Resources](http://intranet.vu.edu.au/VUCollege/Predeparture/Liaoning/6%20Teacher%20Guide%20for%20China%20AJ.doc).
* Mobile phone usage in the class has been a problem in the past. It is recommended that mobiles are not used in the classroom except for exceptional circumstances. Teachers need to make that clear to students in the first few classes. Be prepared to have to continue to enforce this requirement on an ongoing basis. It is suggested that phones are kept out of site in bags on pockets. Not on desks.

1. **Payment**

* The per diem is normally paid the week before you leave.
* Your salary will be paid in accordance with VU’s normal fortnightly pay cycle.

1. **After the Visit**

* On your return the Site Coordinator will provide you with an HR form to complete which will ensure that you are paid the equivalent annual leave entitlement for the term of your contract.
* You are also required to submit a [TNE Teaching Report](http://intranet.vu.edu.au/PI/Administration.asp). This report enables Site Coordinators to monitor staff members’ teaching experience and identify any issues. It also collects information about travel and accommodation.
* A debrief meeting will be scheduled on your return to obtain verbal feedback, observations and concerns. Although it is not mandatory to attend it would be appreciated if you could.