ACADEMIC HANDBOOK FOR INTERNATIONAL STUDENTS
China Pharmaceutical University

For English-taught Programs
Ver.2021

Student Statement

- ✓ I have received the Academic Handbook for International Students of China Pharmaceutic University. By accepting CPU Admission I promise to abide by Chinese laws and university regulations.
- ✓ I promise to timely update my contact information including the e-mail and phone number with the School of International Education since I have received the Admission Letter. And I take all responsibilities to the results caused by invalid contact information or by ignoring notice.
- ✓ I read Admission Notice and verified my major program, Application ID and Chinese Name.

Application ID (11-digit)	
Student ID (10-digit, except Chinese language preparatory students)	
Chinese Name	
Passport Name	
Passport Number	
Signature	
Date	

Contents

Academic Calendar

The calendar of each academic year is published in the following website: http://international.cpu.edu.cn/wwwwalendar/list.htm

One academic year is divided into two semesters: the First Semester (Autumn, early September to January) and the Second Semester (Spring, late February to early July).

Each semester lasts usually from the 1st week to the 17th week. Final examinations are usually arranged from 18th week to the 20th week of each semester.
Summer Vacation usually begins around early July and ends late August.

Time of Winter Vacation varies from year to year according to the time of Chinese Spring Festival, usually beginning from ten days before Chinese Spring Festival and ending with ten days after it. The duration of Winter Vacation is about four weeks.

Students must observe the year's academic calendar and shall not be absent from courses or exams without school's permission.

Calendar for Academic Year 2021-2022

First Semester

Month	Week	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Sep.	1	30	31	1	2	3	4	5
	2	6	7	8	9	10	11	12
	3	13	14	15	16	17	18	19
	4	20	中秋	22	23	24	25	26
	5	27	28	29	30	国庆	2	3
Oct.	6	4	5	6	7	8	9	10
	7	11	12	13	14	15	16	17
	8	18	19	20	21	22	23	24
	9	25	26	27	28	29	30	31
Nov.	10	1	2	3	4	5	6	7
	11	8	9	10	11	12	13	14
	12	15	16	17	18	19	20	21
	13	22	23	24	25	26	27	28
Dec.	14	29	30	1	2	3	4	5
	15	6	7	8	9	10	11	12
	16	13	14	15	16	17	18	19
	17	20	21	22	23	24	25	26
	18	27	28	29	30	31	1	2
Jan.	19	3	4	5	6	7	8	9
	20	10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
Feb.		31	春节	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20

Courses / Exam / Vacation

Second Semester

Month	Week	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
Mar.	1	21	22	23	24	25	26	27
	2	28	1	2	3	4	5	6
	3	7	8	9	10	11	12	13
	4	14	15	16	17	18	19	20
	5	21	22	23	24	25	26	27
Apr.	6	28	29	30	31	1	2	3
	7	4	清明	6	7	8	9	10
	8	11	12	13	14	15	16	17
	9	18	19	20	21	22	23	24
	10	25	26	27	28	29	30	劳动
May	11	2	3	4	5	6	7	8
	12	9	10	11	12	13	14	15
	13	16	17	18	19	20	21	22
	14	23	24	25	26	27	28	29
Jun.	15	30	31	1	2	端午	4	5
	16	6	7	8	9	10	11	12
	17	13	14	15	16	17	18	19
	18	20	21	22	23	24	25	26
	19	27	28	29	30	1	2	3
July		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	31
Aug.		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28

Courses / Exam / Vacation

First semester has 20 weeks: Aug.30, 2021 ~ Jan.16, 2022
New student registration: Sep.3, 2021
2nd, 3rd and 4th year courses begin Aug.30, 2021
New student courses begin Sep.22, 2021
Sports Meeting: Week 8, Friday and Saturday (Oct.22, 23)
Winter Vacation has 5 weeks: Jan.17, 2022 ~ Feb.20, 2022
Highlighted are Chinese Festivals. Spring Festival: Feb.1, 2022
Second Semester has 19 weeks: Feb.21 ~ July 3, 2022
Summer vacation has 8 weeks: July 4 ~ Aug.28

Prevailing Academic Regulations

➢ The regulations in this handbook are basically quoted from:
➢ CPU Undergraduate Academic Affairs Office [2019] 188: Regulations on the Academic Status Management of Undergraduate-level Students, China Pharmaceutical University
➢ CPU Graduate School [2017]51: Regulations on the Academic Status Management of Postgraduate-level Students, China Pharmaceutical University
➢ If not otherwise specified, the regulations quoted in this handbook are applicable to all.
➢ In case of different understandings, CPU's latest regulations and Chinese versions shall prevail.

Courses

● For English-taught Bachelor's and Master's, see detailed curriculum of each program:
http://international.cpu.edu.cn/wurriculumwwwwimetables/list.htm

● *All courses in the forms are compulsory.*

● For English-taught Ph.D.s, curriculum may vary between different research areas.

● Upon acceptance of admission letter, students are not allowed to change their program or language of instruction.
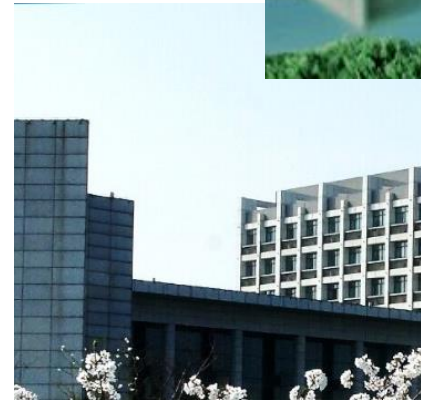
Registration, Attendance and Withdrawal

- Admitted students shall register with the University with Admission Notice and supplement materials on the date as notified in the Admission Notice.

- Students who cannot register on time must contact the Admission Office in advance and present the reasons in written form for Admission Office's permission. Late registration without permission exceeding **two weeks**, except for Force Majeure, shall be deemed as giving up admission.

- Attendance for each course is recorded by the instructor and affects the eligibility of final exam. Accumulative attendance rate is maintained by the School and affects the student status and visa.

Students who have any of the following circumstances are considered for withdrawal:
1. (Undergrad only) If the student's grades fail to meet the school's requirements, receiving a **withdrawal precaution** for the second time and not eligible for delayed withdrawal, or failed more than 20 credits within the one year of delayed withdrawal;
2. For whatever reason, students have not completed studies within the maximum period of program.
3. Those who do not apply for resumption before the deadline or fail to pass the review for resumption;
4. Those diagnosed by the designated hospital to have illnesses or disabilities that prevent them from studying;
5. Those who either have not attended the prescribed teaching activities for 60 consecutive credit hours or have been absent from campus for **two consecutive weeks**;
6. Those who do not register within the time limit without prior approval;
7. Those who apply for withdrawal.

Classes

Before class: preview
Students download the PPT slides and read the literature, actively take notes of problems encountered and raise questions in the teacher's group.

In class: active participation
On-campus: go to classroom and do not be late
Online class: log in to the interactive tool as required by the teacher (WeChat Work, DingTalk, Tencent Conference, etc.), and participate in Q&A and seminars.

After class: complete assignments
Students should complete the tasks such as literature study, topic discussion, and upload assignments on the online course platform or interactive teaching tool before the deadline specified by the teacher.
(For online teaching platform login, please read the "Guide" section)

Grading and Exams

Grading

• Bachelor's candidates are graded according to a five-level system with a passing score of **60 points**.

Percentage	90～100	80～89	70～79	60～69	0～59
5 Levels	Excellent	Good	Average	Pass	Fail

• Passing score for Master's and Ph.D.s is **70 points**.

• Average grade point = $\sum$ course credits $\times$ corresponding grade point coefficient $\div \sum$ total course credits

Eligibility of Exams and Make-up Exams

□ If a student appears (a) Within one semester, accumulative absence exceeds **one-third** of the course hours; (b) Within one semester, missed more than **one-third** of the experiments or after-class assignments for no reason; (c) During random check-up for attendance, being absent for **three** times. Any of the above circumstances, the student's score will be recorded as zero (0) points, and the exam status will be recorded as ABS (absence) and student may not participate in the final exam of the course. Student will have to re-take the course in the same semester of next Academic Year.

□ Anyone who ever missed the examination without prior approval, violated the exam rules or cheated in exams, the score of the final assessment of the course is recorded as zero points, and transcript indicates absence, violation of rules or cheating, and there is no chance for make-up exam.

□ **Only Bachelor's candidates** who failed in the Final Exam of compulsory course may participate in the make-up exam, with only one opportunity, in the beginning of the following semester.

Postponing

Only in the case of sudden major illness/injury on exam day, or attending funeral of a parent, student may apply for postponing exam in Undergrads Online System or in written with Undergraduate Affairs Office before the exam begins. After approval, student may participate in the make-up exam with only one opportunity. Without prior approval, student must either participate in the final exam on time, or retake the course.

Exceptions

Lab courses, practicum, internship and postgraduate courses don't provide postponing or make-up exams. Students who have not passed these exams shall re-take the course.

Exam Rules

Students with one of the following behaviors shall be taken as normal violation and be given academic warnings with the record of failing the exam and shall not take regular make-up exams.
1. Not putting things such as the bag, books and notebooks in the pointed place under instructions and neglect persuasion;
2. Not turning off the power and put the cell phone in the pointed place;
3. Not following instructions by the invigilator and not sit as required;
4. Discussing, gesticulating or giving signal to others ignoring the warning once by the invigilator;
5. Taking exam materials such as the exam paper, answer sheets or the draft;
6. Refusing to follow the instructions of the invigilator;
7. Continuing to answer paper at the end of the exam or talk with each other before handing in the answer sheet;
8. Having other violation behaviors.

Students with one of the following behavior shall be taken as cheating and be given academic probation with the record of failing the exam and shall not take regular make-up exams:
1. Hiding materials related with the exam under the answer sheet, pencil-box or inside the desk etc.;
2. Putting cheat sheets related with exams in places such as on the desk, in the wall or on the skin.
3. Taking a peep at content related with exams during exam, or when leaving the exam room with excuses;
4. Peeping or copying books, materials, notes and other students' paper;
5. Swapping over or taking other students' answer sheets or drafts;
6. Consulting answers related with exams with cell phones or electronic devices with the function of storage and processing;
7. Borrowing others' exam references or use references without permission in open-book exams or search online or copy others' references in lab exams;
8. Passing notes, giving hints to others, providing or checking answers with others, not reporting to the invigilator when answer sheets are taken by others or exchanging answer sheets;
9. Students who are found with similar answers (≥2) in the same exam and same room;
10. Students who have other cheating behaviors.

Students with one the following behavior shall be taken as serious cheating behaviors and shall be dismissed:
1. Students who have surrogate exam-takers or become the surrogate exam-taker of others;
2. Students who arrange cheating;
3. Students who cheat through message sent by communication equipment or other equipment;
4. Students who sell exam items or answers to others;
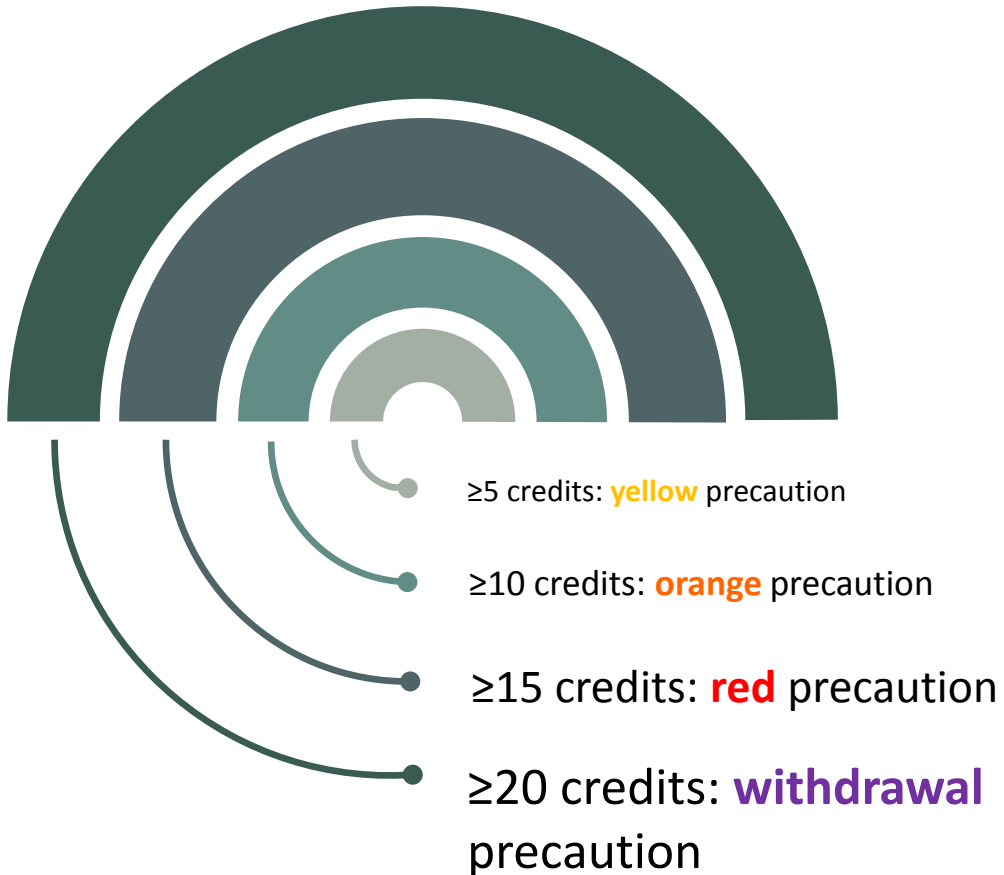5. Students who have other cheating behaviors.

Retaking Course

Students who have not passed the make-up exam of the compulsory courses shall go through the formalities for re-taking courses in the corresponding semester of the following year (e.g. retake course in the beginning of Fall Semester if the failed course was taught in Fall Semester), take the initiative to understand the relevant matters concerning retaking, and handle the **online registration**. Student may retake a course that is already passed with an unsatisfactory score, and the score of the latest exam will be recorded in the transcripts.

Academic Precautions

(For undergraduates only) If accumulative failed compulsory courses:

≥5 credits: **yellow** precaution

≥10 credits: **orange** precaution

≥15 credits: **red** precaution

≥20 credits: **withdrawal** precaution

Yellow, **orange** and **red** precautions are given once per semester. **Withdrawal** precaution is given once per academic year.

Students who are given **Withdrawal** Precaution should repeat one year (be enrolled in the next year's class) technically. Students should follow the teaching plan of the new class, and the courses that have already obtained credits will be exempted. Tuition fees are paid according to the tuition standard of the new class. But if the student applies, with parents' signature and approval from the School, he/she may continue to study with his/her class.

Graduation Requirements

Passing all courses

- **Bachelor's** candidates who fail to complete courses in the end of program can only be awarded the course-completion certificate, not the graduation certificate.
- **Master's and Ph.D.** candidates who fail to meet the course requirements shall not apply for thesis defense. Graduation certificate shall be applied and conferred with degree certificate simultaneously.
- For students who extend study, the detailed time for graduation is decided by the Degree Committee.

Chinese Language Proficiency

All students must pass a certain level of HSK test before graduation/degree certificate can be conferred:
English-taught Postgraduates: **HSK 3**
English-taught Bachelor's: **HSK 4**

Having no demerit record

Students who ever received disciplinary punishment of Academic Probation for violation of laws and regulations (e.g. cheating in exam, plagiarizing) within their years of study but fulfill the other graduation requirements will only be conferred **graduation certificate** but no degree certificate.

Internship and Thesis Work

Bachelor's:
- ✓ Find a supervisor among CPU faculty members in a similar area of interest
- ✓ Intern with a laboratory (pharmacy major), hospital (clinical pharmacy), enterprise or social organization (international trade)
- ✓ Write a thesis under the guidance of supervisor
- ✓ Pass CNKI plagiarism check.

Master's and Ph.D.s:
- ✓ Receive acceptance letter from a supervisor no later than 2nd year
- ✓ Finish labwork with supervisor
- ✓ Passing thesis proposal and mid-term qualification
- ✓ Publish article that fulfill **graduate school's minimum requirement**
- ✓ Write a thesis that pass CNKI plagiarism check, inside-school double-blind peer review, and thesis defense.
- ✓ Besides the above requirements, Ph.D. thesis will have to pass inter-collegiate double-blind peer review.

Graduate school's minimum requirement for publication:
- ◆ Ph.D. candidates should publish one research paper in SCI index source academic journals (IF≥ 3.0) or JCR Secondary Level journal (IF ≥ 2.0), or two research papers in JCR Third Level journals or SCI index source academic journals (3.0 > IF ≥ 2.0);
- ◆ Master's candidates should publish one paper in SSCI or SCI or CSSCI index journals.
- ◆ The student has to be the first author, CPU as first institution, and the corresponding author has to be the student's supervisor.
- ◆ Student may apply for thesis defense when the paper is "in press" but the paper must be published before the graduation and degree certificate can be conferred.
- ◆ The detailed standard for publication is decided by graduate supervisor.

Duration of Study

For Bachelor's programs in **Pharmacy / Intl. Trade**, the general study period is 4 years, including 3.5 years courses and one semester thesis work/intern. The maximum study period is 6 years .

For Bachelor's program in **Clinical Pharmacy**, the general study period is 5 years, including 4 years courses and one year thesis work/intern. The maximum study period is 7 years.

For **Master's** programs, the general study period is 3 years. Master's program includes one year course and two years' lab/thesis work in general. The maximum study period is 6 years.

For **Ph.D.** programs, the general study period is 4 years, which includes one semester's course and 3.5 years' lab/thesis work. The maximum study period is 8 years.
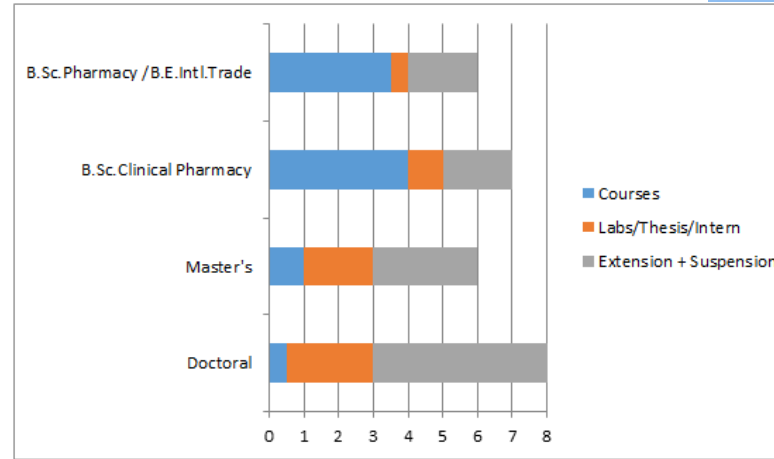
Students shall be considered for **Suspension** of study if:

1. Medical conditions and injury that require habilitation for more than **one-third** of the total credit hours of the semester.
2. Leave of absence for more than **one-third** of the total credit hours of the semester.
Time Limit: student may apply for suspension for at least one Academic Year and at most two Academic Years, with one application for each academic year separately.

◆ All the maximum study period above include academic suspension and extension.

Open CPU homepage https://www.cpu.edu.cn/ and click 信息门户 on the top of the page.

信息门户

Guidance for:
- ## CPU ID
- ## WeCom
- ## Online Courses
- ## Online Systems

With the powerful tools of WeCom and Chaoxing bound with CPU identity, International Students can help themselves for a series of tasks: have online courses, search for exam results, report daily health status, register for semester, update passport info, apply for visa extension, review their payment, residence and insurance, participate in annual review and apply for scholarship/awards, apply for student status change and the change of residence, etc.

CPU Identity Login

A degree candidate has a unique 10-digit student ID number (CPU identity) throughout a degree program. The ID number is used in all CPU online systems, including CPU Internet, WeCom (WeChat Work), student card, student status, online course, online payment, CPU email account, and VPN, through the same entrance called Unified Identity Verification (统一身份认证登陆).

Chinese language preparatory students have a 10-digit temporary ID. The temporary account has less functions than that of the degree candidate (e.g. no school email box is created, cannot borrow books, no VPN for off-campus access), but student in China can also bind WeCom with the temporary ID for a series of online functions.

Initial password is the last 6 digits of passport number as registered in the time of admission. As a security requirement, the initial password must be modified within 20 logins, otherwise the account will be de-activated. Student may choose a security email box to retrieve the password.

The following shows the homepage of student center. The buttons lead to multiple online systems of CPU such as Undergraduate Academics, Graduate School, Library, etc.
Students with limited Chinese language proficiency may try use AR translation tools to view the pages.

WeCom (WeChat Work)

Preparations:

A smart phone that can receive text message for verification code, and a laptop. For your own convenience, keep using the same device throughout your years of study.

Phone number: either an **11-digit Chinese mobile phone number** (students in China) or + country code and a foreign number that receives verification code from WeCom. Provide the number to Academics Office in late August to import.

If students go outside China for more than one year, the 11-digit Chinese mobile account will log out automatically, and the student must register a foreign number instead (see next page).

How to Register

1.Scan the following QR code with your personal WeChat

2.Choose "在校师生"

3.Login with your CPU Identity account

4.Enter the mobile phone number bound with personal WeChat
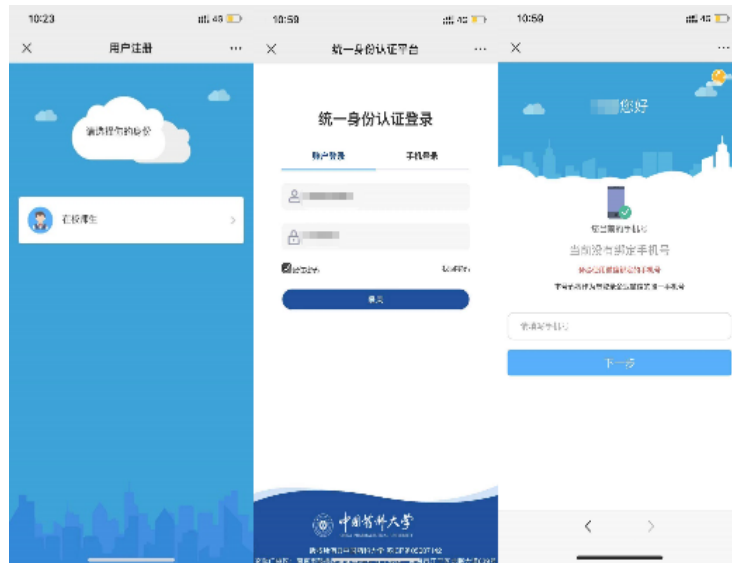
5.Long press to scan the QR code

6.Subscribe to CPU WeCom

7.There will be a message upon successful registration

To **bind** WeCom with your student identity at CPU:

Download and open Wecom APP
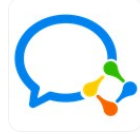
Login with your Personal WeChat

Click "Workspace" and find "我的门户"

Login with your Campus Net account, and there will be a message upon successful binding.

De-binding WeCom with your old identity
➢ Scan the De-binding code with your personal WeChat
➢ Choose "在校师生" --Login your CPU ID--Verify all info and choose "解除绑定" to de-bind

How to Change WeCom Identity
➢ If your student ID changed due to: continue a higher degree program, graduates employed at CPU, temporary number change into formal ID number, then you need to de-bind with old identity and bind with the new identity.
➢ Scan the De-binding QR Code with your personal WeChat
➢ Choose "在校师生" --Login CPU ID-- Verify and choose "解除绑定" to de-bind
➢ Delete WeChat APP files storage, scan the QR code and repeat the registration and binding process.

If WeChat file storage still exists, log out WeChat and restart your phone. Repeat the registration process to bind the new identity.

How to Change Mobile Account
Who: Students using foreign mobile phone number to login WeCom and bind CPU identity
1. Login the old mobile account **when it is still valid**, click "settings" - "account"
2. Click "手机号" to Change Phone Number and enter your new mobile number.
3. Then you will be able to continue using WeCom with a Chinese 11-digit phone number and all the dialogues and records will be maintained.
Warning: If you don't change the number yourself but require the office to do it, the system engineer can only delete the foreign mobile account as well as all the dialogues and records under the account!

Online Courses Login

Step 1. Open http://app.chaoxing.com/ download and install the APP

Step 2. Click **Other Way**

Step 3. Fill in the blanks and click the blue button **中国药科大学**（copy this to the first blank）

Step 4. Fill in the blanks and click **确认**

Remember that your password should be letter plus number. For example **szy1010**

Step 5 Click **Me**

Step 6 Click Courses and then you can find your online classes

Step 1. Click the link http://cpu.fy.chaoxing.com/portal/ and then click 登录 to login

Or you can click 二维码登录 to login with QR code

Step 2. Either login CPU ID.

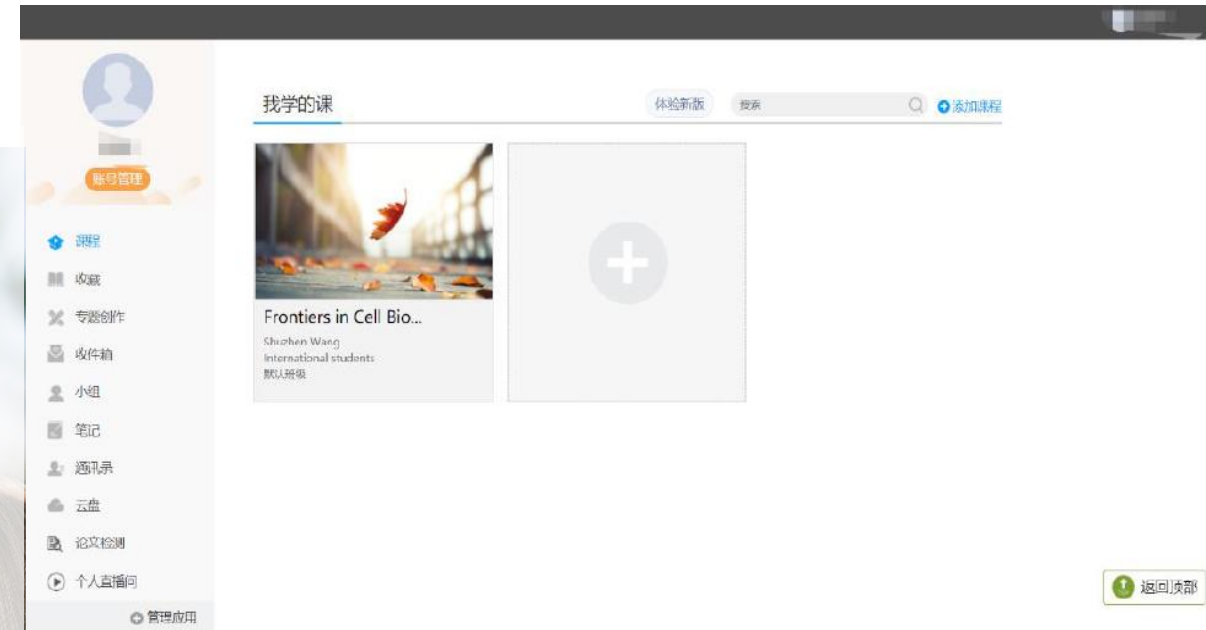Or login scanning QR Code with mobile phone (APP required in advance)

Step 3. Click 学习空间

Step 4. Click the course icons to watch videos, download PPT slides and upload assignments
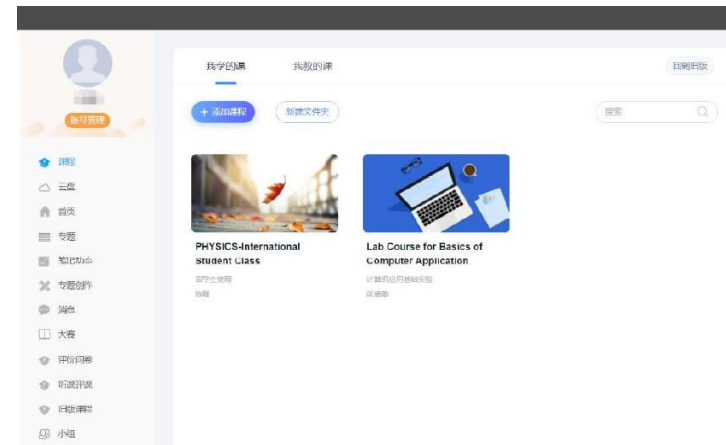
Step 1. Click the link http://cpuyjsy.fanya.chaoxing.com/portal and then click 登录 button.
Step 2. Login CPU ID.

Step 3. Click 学习空间 (study space)

Step 4. Click the course icons to watch videos, download PPT slides and upload assignments

Some teachers may have extra course materials and assignments which student shall pay attention to.
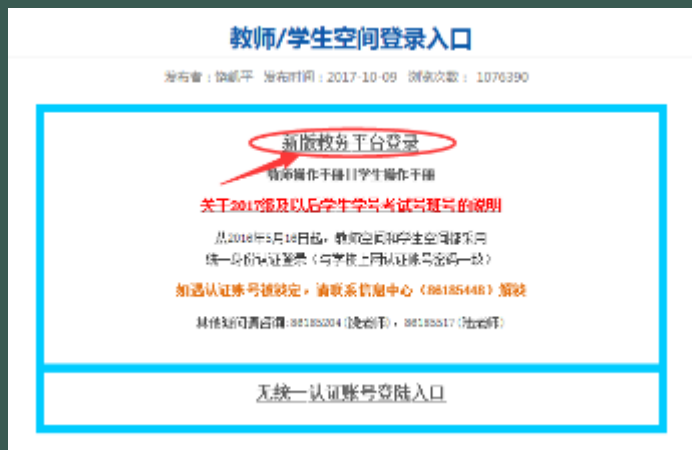
17

Undergraduate Student Space

Official Transcripts

➢ Open the website of Academic Office of CPU:
  http://jwc.cpu.edu.cn/
➢ Enter "student space":

Choose 新版教务平台登录 and then log in with CPU Identity:

After entering student space, click "Grades"

Choose different academic years and semesters, and different kinds of exams, you can check the corresponding final grades:

Retaking Course

1. Still in Undergraduate Student Space, choose 考试报名

2. Choose the semester of the failed course

3. Verify the Chinese and English name of the course, and click 报名

Before the course name, a tick "✔"means successful retaking, while a cross "✖"means unsuccessful.

If student retakes a course by mistake, click 取消 to abandon before the system closes.

When retaking is successful, student must take initiative getting in contact with the teacher, complete the assignments, with attendance rate no less than teacher's requirements, and take the final exam.

Graduate Information System

Two entrances lead to the same system
http://i.cpu.edu.cn/index.portal

Or **http://my.cpu.edu.cn/EIP**

- Login both with CPU ID
- We suggest that graduate students use AR translation tools to read the pages

Personal Info. e.g. upload degree photo. Must activate at first login

View course grades

Upload Publication (see Page 12 minimum publication requirement of Graduate School)

Fulfill all five criteria to apply for Thesis Defense

# Applying for Student Status Change

All application forms are available online and shall be submitted online with computer. Mobile phone functions are limited.

Step 1. Open the website http://my.cpu.edu.cn/EIP/user/index.htm and login with CPU ID.

Step 2. Click 服务中心 on the top of the page.

Step 3. Click 国际教育学院 for online forms available to international students.

Step 4. Choose 留学生学籍异动 International Students Status Change among these online forms
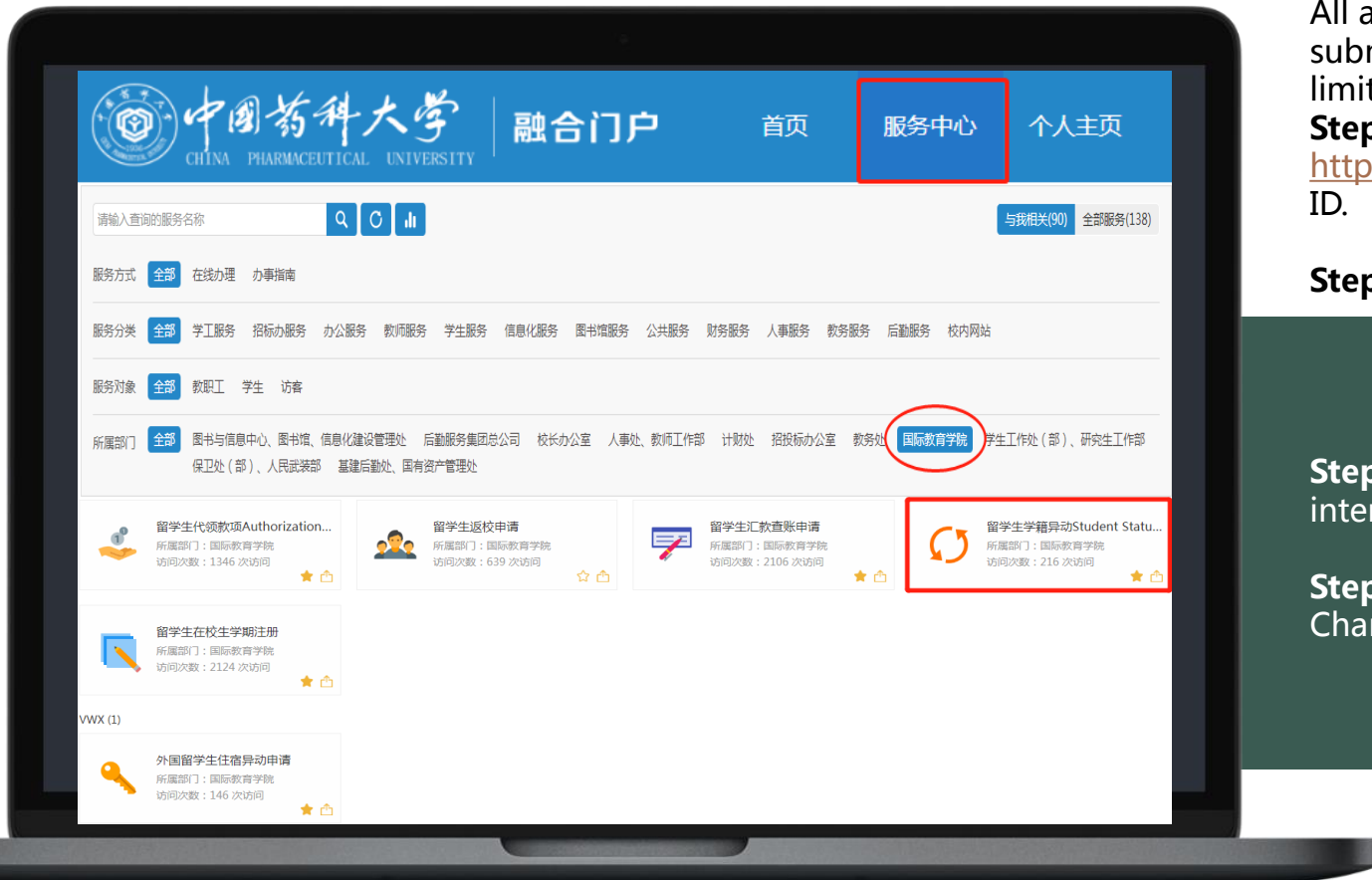
Step 5. Fill in personal and academic information and choose the date from calendar.

Application for International Student's Status Change at CPU
中国药科大学留学生学籍异动申请表

CN Name 中文名	❗	Student ID 学号	❗
Gender 性别	○男 ○女	Nationality 国籍	
Major 专业		Degree 学生类别	▾
CSC No CSC号		Professional learning period 专业学习期限	📅
Application Date 申请日期	2021-11-15		
Category of Change 异动类别			
Reasons 事由			
Yes or no CSC 是否CSC	○YES ○NO		

2021年11月
日 一 二 三 四 五 六
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
5 6 7 8 9 10 11
今天

Step 6. Choose among the drop down menu.

Category of Change 异动类别	
Reasons 事由	Dropout/退学
	Suspension/休学
Yes or no CSC 是否CSC	Resumption/复学
	Student status delay/学籍延期
Supervisor or Class	change/变更

Category of Change 异动类别	Suspension/休学 ▾
Start date of suspension 休学起始日期 📅	End date of suspension 休学结束日期 📅
休学年限规定 Time limit for suspension, see: http://international.cpu.edu.cn/367/list.htm 🔗 点击跳转	
Upload the letter of approval from the sponsor or embassy 上传资助人或大使馆同意函	📎 添加附件

Category of Change 异动类别	Dropout/退学 ▾
Reasons 事由	
Upload letter of consent from parents or embassy of the sending country 上传父母或派遣国大使馆同意函	📎 添加附件
Yes or no CSC 是否CSC	◉YES ○NO
Upload a handwritten, signed and dated application letter 上传手写并签名+日期的申请信	📎 添加附件

Step 8. Click 提交 the blue button on the right top of the page to submit.

提交 流程 💾 📎

Student may check the approval process by clicking 流程 the green button.

(2) 👤国教院初审 → 👥班主任/辅导员审核 → 👤国教院领导审批 → 👤学籍异动处理 → 🏛国际教育学院

(2) 👤国教院初审 → 👤国教院领导审批 → 👤国教院归档

While the application for suspension/dropout is being processed, student shall go through the formalities of school-leaving (including Checking out Dormitory and Fees Clearance, if had) within 10 days. These two functions are among the 服务中心-国际教育学院 online forms.

Certificate Authorization

Graduation Certificate:
https://www.chsi.com.cn/

Degree Certificate:
http://www.cdgdc.edu.cn/

Click the menu in the area as shown above

For questions, consult the website customer service

Click "学位查询" in the second row
Click "非会员单位" the second button

Chinese Name only
Degree certificate serial number

Academics Schools Offices

School Offices	Buildings & Floors
Pharmacy	Lab G 5F
Traditional Chinese Pharmacy	Lab G 3F
Life Sciences	Lab G 4F
Science	Lab G 2F
Business	Economics&Arts 2F
Foreign Languages	Economics&Arts 3F
Engineering	Training Building
Clinical Pharmacy & Medicine	Medical Building 1F
Pharmaceutical Sciences	XWM Lab Building 221
Social Sciences	Admin 8F
Undergraduate Affairs	Admin 2F
Graduate School	Admin 7F

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Updated version can be downloaded from official website