



华南师范大学阿伯丁
数据科学与人工智能学院

Aberdeen Institute of Data Science and Artificial Intelligence, South China Normal University



UNIVERSITY OF
ABERDEEN

UoA-SCNU Joint Institute Staff Handbook for Flying Faculty

updated January 2024

Content Note:

1. Teaching Information	1
2. Pre-Travel Arrangements	1
Please note that Servicedesk IT support will not be available outside core UK hours.....	3
Mobile Phone/Device	3
Should you require a mobile phone for travelling overseas, please liaise with your line manager to then raise a request with the IT Service Desk.	3
Please also consider the Mobile Device Security When Travelling Abroad guidance document from IT.	3
3. Pre-Assignment Information.....	3
4. China's Latest Covid Requirements/Policy.....	4
5. Transportation.....	4
5.1 Transportation from Baiyun International Airport to SCNU Nanhai Campus/Hotel.....	4
5.2 Transportation between Hotel and SCNU Nanhai Campus.....	5
5.3 Shuttle Bus and Official Bus Arranged on Campus.....	5
5.4 Public Transportation in Foshan	5
6. Housing Accommodation.....	6
6.1 Ramada by Wyndham Foshan Nanhai.....	6
See full details of the hotel online –	6
Ramada by Wyndham Foshan Nanhai Foshan, GD Hotels (wyndhamhotels.com)	6
6.2 Swissotel Foshan Guangdong	6
Please see details of the hotel online –	6
Swissotel Foshan - Luxury Hotel In Foshan - Swissôtel Hotels & Resorts	6
7. Visa Information.....	6
8. Health Services.....	7
8.1 On Campus Medical Treatment Process.....	7
8.2 Off-campus Medical Treatment	8
Emergency medical and dental treatment must be sought from AIG travel insurers approved hospital and clinics. Below is the listed hospital for the area of Foshan.	8
8.3 Emergencies	8
9. Communications and Telecommunications Services	9
9.1 Telecommunications and Mobile Communications	9
9.3 Bank Services	9
10. Cultural Acclimatisation	9
11. Key Contacts	10

1. Teaching Information

Remote Teaching

At present, teaching is delivered online remotely from the UK, this may result in lectures or seminars taking place outside the normal UK teaching times. Flexibility is encouraged and will be accommodated especially when staff are delivering teaching early, late or at a weekend. If necessary, staff should liaise with their line manager to agree a suitable time for when they can get the time back.

Flying Faculty Visits

From academic year 2023-24 it is expected that staff will travel to China to deliver teaching in person, normally twice in an academic year for approximately 1 month each in duration. This will be block teaching delivered over the course of the month and dates of travel are normally known in May of each year. Courses that last longer than 4 weeks will continue to be delivered online by UOA staff once back in Aberdeen.

It is important to note that the SCNU JI calendar is different to University of Aberdeen in relation to the number of weeks in a semester, start and end of term and holiday periods. As noted above, the calendar is normally known in May of each year. Teaching will usually take place between 8.30am and 6pm Monday to Friday with standard lectures being 40 minutes in duration. Depending on time zones, teaching can commence early such as 6.40am and 7.40am in the UK. It is also important to note that in China, where a public holiday occurs on a weekday (i.e., Monday to Friday) that the teaching missed on the public holiday may be scheduled for a weekend. Again, UoA staff should liaise with their line manager to agree a suitable time for when they can take the time back.

2. Pre-Travel Arrangements

Staff are encouraged to review the information on [Travelling Overseas for Business](#) StaffNet webpage prior to arranging travel. The information here covers many aspects but also highlights [Fit for Travel](#) advice for vaccinations requirements for travel to China.

Staff are also encouraged to review the [Foreign Commonwealth Office](#) for advice and guidance on travelling to China.

Flight and Hotel Booking

All flight booking should be arranged through the School by emailing scnuadmin-ncs@abdn.ac.uk. Staff will not be reimbursed for any bookings they make directly. <https://www.abdn.ac.uk/staffnet/working-here/expenses-and->

[advances-582.php](#)

Airport pick-ups and drop off can be arranged by SCNU at the total cost of approximately £70. This will be arranged by SCNU and paid by the member of staff, to then be claimed through expenses. Staff can claim expenses incurred in line with the [University's Expense and Benefit Policy](#).

Daily shuttle services (the equivalent of an Uber taxi – known as DiDi which can be downloaded as an app and linked to payment card/method) will be booked by SCNU and paid for by the University. The costs are around £12 per day for the Ramada hotel and £35 per day for the Swissotel. SCNU will arrange a shuttle pick up and return at set times to allow for UoA staff to be collected and returned to the hotel together. Public transport through local buses is also available. A one-way trip costs a maximum of £0.35 and this can be paid through cash and contactless card payment. Note that it is always wise to carry a small amount of local currency. Staff will not be reimbursed for taxis to and from campus that are out with the shuttle service. See Section 6 below for more details.

Travel Insurance (AIG)

All staff must complete a travel insurance application in advance of travel which can be found [here](#). The insurance is provided by AIG and they have an app available to download to view the necessary information whilst in location. It is advised to complete the application no less than three weeks in advance of travel.

The app is downloadable from this QR code:



This is also available on [AIG's travel website](#). Please make sure you have all this information ready prior to travelling.

Itinerary

All staff teaching in China should provide a full itinerary including a copy of your insurance registration to the NCS office (scnuadmin-ncs@abdn.ac.uk). This will also aid with the tax considerations for days spent in-country.

Visa

All flying faculty will be required to obtain a 'F Visa'. The Vice Dean will require

a 'Z visa' due to the days in country being more than 90 days in one calendar year. Visa applications need to be completed at least one month before travel and applications are made via https://www.visaforchina.cn/EDI2_EN/.

All staff should also have attended, or access the slides from, a visa application workshop provided by Vialto Partners.

Staff can claim expenses incurred with the application of their visa in line with the [University's Expense and Benefit Policy](#).

IT Equipment

Teaching staff will be provided with a **Travel Abroad** laptop, which they should request via the IT Service Desk. The laptop will be a basic Windows & Office install. Staff should submit a request via the Service Desk (servicedesk@abdn.ac.uk or [Support : IT Service Desk \(freshservice.com\)](https://freshservice.com)), giving at least 7 working days' notice and depending upon location on campus, a pick up time & location will be arranged via the raised ticket.

Any specific software required must also be made clear when the initial request is made via the IT Service Desk.

Please note that Servicedesk IT support will not be available outside core UK hours.

Mobile Phone/Device

Should you require a mobile phone for travelling overseas, please liaise with your line manager to then raise a request with the IT Service Desk.

Please also consider the [Mobile Device Security When Travelling Abroad](#) guidance document from IT.

3. Pre-Assignment Information

UK and Chinese Tax Treatment

All staff are appointed on UK contracts of employment which results in income tax and national insurance owed in the UK which is deducted and processed by the payroll team. When working takes place in China, tax will be owed to the Chinese tax authorities for the days worked in China.

The University will pay the tax on behalf of the staff working in China via a live time system for Foreign Net Tax Credit Relief. The Foreign Tax Relief works in a way to avoid the staff member being double taxed but adjusting the tax paid in the UK to taking into account the tax owed in China. The University's external

tax partners (Vialto) will assist with this process on a monthly basis.

Accurate records for dates of travel and working in China will be required to aid this process.

General Data Protection Regulation (GDPR)

In line with UK GDPR and Chinese data protection regulations, the University is required to advise staff of where, how and for what reason data is stored and shared. As part of this JI partnership with SCNU, staff data is to be shared with our partners and the [Data Privacy Notice](#) outlines this. Staff are reminded to inform a University Data Protection Officer of any potential breach of the GDPR rules.

4. China's Latest Covid Requirements/Policy

From 30th August 2023, China had removed Covid-19 entry requirements. However, all staff are strongly recommended to ensure they are aware of any changes to entry requirements to China by reviewing the updated information at the [FCO](#) (UK Gov webpage) or from [Chinese Embassy webpage](#).

The current Chinese Embassy guidance is: [Notice on Requirements for Epidemic Prevention and Control of Passengers Traveling to China \(china-embassy.gov.cn\)](#)

Please ensure you review the appropriate advice as and when you are required to travel.

Self-protection on the Aircraft

You may wish to wear a mask throughout the flight and take good personal protection to reduce the risk of infection.

[e on Requirements for Epidemic Prevention and Control of Passengers Traveling to China \(china-embassy.gov.cn\)](#)

5. Transportation

5.1 Transportation from Baiyun International Airport to SCNU Nanhai Campus/Hotel

- Aberdeen Institute provides airport pick-up service.
- It takes about 50 minutes' drive from Baiyun International Airport to Nanhai Campus.

5.2 Transportation between Hotel and SCNU Nanhai Campus

- Aberdeen Institute arranges a car for UoA teaching faculty to commute between Hotel and SCNU Nanhai Campus/Foshan city.
- For the distance between Hotel and SCNU Nanhai Campus, please refer to Housing accommodation.

5.3 Shuttle Bus and Official Bus Arranged on Campus

There are shuttle buses from Guangzhou/Guicheng to and from Nanhai Campus from Monday to Friday (except holidays). The schedule is as follows:

Place of Departure	Place of Arrival	Departure Time
SCNU Shipai Campus	Bus shelter in SCNU Nanhai Campus	07:20 & 12:45
Bus shelter in SCNU Nanhai Campus	SCNU Shipai Campus	12:00 & 17:20
Guicheng Junya Garden (Bus stop in front of Park Lane Hotel)	Bus shelter in SCNU Nanhai Campus	07:30 & 13:00
Bus shelter in SCNU Nanhai Campus	Guicheng Junya Garden (Bus stop in front of Park Lane Hotel)	12:10 & 17:20

There are official buses between SCNU Nanhai Campus and SCNU Shipai Campus from Monday to Thursday, except holidays. The schedule is as follows:

Place of Departure	Place of Arrival	Departure Time
Faculty Club in SCNU Shipai Campus	Bus shelter in SCNU Nanhai Campus	07:20 & 17:00
Bus shelter in SCNU Nanhai Campus	Faculty Club in SCNU Shipai Campus	08:30 & 20:50

5.4 Public Transportation in Foshan

5.4.1 Bus

- There are bus stops at the north and northeast gates of SCNU Nanhai Campus.
- It takes around 40 minutes by bus from the northeast gate to Xinhe Mall, a large commercial shopping center, next to the Ramada hotel (see below)

5.4.2 Car-hailing

- Car-hailing service is available on cell phone apps, such as Meituan(美团)

5.4.3 Shared bike and shared motorcycle

- Shared bikes and shared motorcycles are available in Foshan. You need to install the specific app, register an account, scan QR code on the shared bike/motorcycle to unlock it.

6. Housing Accommodation

6.1 Ramada by Wyndham Foshan Nanhai

See full details of the hotel online –

[Ramada by Wyndham Foshan Nanhai | Foshan, GD Hotels \(wyndhamhotels.com\)](https://www.wyndhamhotels.com/Foshan-Nanhai)

- The hotel is located in a large commercial shopping center which is called Xinhe Shopping Mall, across the lake from the Shishan Town Government.
- It takes about 20 minutes to drive from hotel to SCNU Nanhai Campus and around 30 minutes to the Guangzhou urban area and Foshan urban area.
- The hotel is close to Foshan Golf Club, Ancestral Temple, Nanguo Peach Garden, Sanshui Lotus World, Nanfeng Ancient Kiln, Xiqiao Mountain, and Nanhai Kwan-yin Temple. In less than one hour, reach Bruce Lee's Ancestor's House to pay tribute to this Chinese Kung Fu legend and his family.

6.2 Swissotel Foshan Guangdong

Please see details of the hotel online –

[Swissotel Foshan - Luxury Hotel In Foshan - Swissôtel Hotels & Resorts](https://www.swissotel.com/hotels/swissotel-foshan)

- The hotel is located in the central area of Chancheng District, a bustling commercial district, adjacent to the Zumiao Station of the Guangfo Metro, and close to Baihua Mall, Zumiao Commercial Street and Dongjian Shopping Center (Haoyouduo Supermarket).

It takes about 40 minutes to drive from hotel to SCNU Nanhai Campus. It is close to tourist attractions, such as the, Foshian Zumiao Museum, Ancestral Temple and Lingnan Tiandi (this contains many restaurants and is a pleasant place to relax). It is worth noting the BLT supermarket which stocks a good selection of imported goods.

7. Visa Information

Flying faculty staff require a F visa that permits teaching activity to be undertaken. Further information can be obtained directly here - [Notice on Updated Requirements for Chinese Visa Application \(china-embassy.gov.cn\)](https://china-embassy.gov.cn/notice/2019/09/2019090101).

The F visa allows for flying faculty staff to undertake work activity in China up to a max of 90 days in a calendar year.

The application process is in two parts, the first part is the online application which where staff are required to complete all sections of the application and upload the required photographs as outlined. The second part of the application process is in person where staff are required to make an appointment at their nearest consulate in the UK to have the application finalised. Please note there are consulate offices in Edinburgh, Manchester and London. The Edinburgh consulate office is likely to be the easiest one for Aberdeen based staff - [CONSULATE-GENERAL OF THE PEOPLE'S REPUBLIC OF CHINA IN EDINBURGH \(china-consulate.gov.cn\)](http://china-consulate.gov.cn)

Whether a single or multiple entry is granted will be determined by the 'in charge officer' at the consulate.

The application cannot be started more than 3 months in advance of when it is required but no less than 4 weeks ahead of travel. The invitation letter to support the application can be obtained from colleagues at SCNU.

Periodically, the University will arrange for Visa Workshop Sessions from an external provider to offer guidance on the visa application process. These will run in conjunction with new staff being recruited for the SCNU project with a view that all staff will have the opportunity attend these in advance of making their application.

The Vice-Dean will require a Z visa which is a work and residence permit given the time spent in China will exceed 90 days in a calendar year.

Specific advice will be provided for the Vice-Dean to support them with their application under this category.

Please note that immigration and visa rules change frequently but the updated guidance and application forms will be published on the Chinese Consulate pages. Where required, advice and support can be sought from external partners.

8. Health Services

8.1 On Campus Medical Treatment Process

Please ensure you have spoken with AIG Travel Insurers before consulting with the On Campus Medical Team. AIG Travel Insurance provides medical treatment as part of the insurance plan. If you wish to seek alternative medical treatment, it may not be covered by the insurers. Pre-authorisation from AIG is

required - [Insurance | StaffNet | The University of Aberdeen \(abdn.ac.uk\)](#)

8.2 Off-campus Medical Treatment

Emergency medical and dental treatment must be sought from AIG travel insurers approved hospital and clinics. Below is the listed hospital for the area of Foshan.

8.2.1 Foshan Nanhai District People's Hospital

Add: No. 120, Guidan Road, Shishan Town, Nanhai District, Foshan

Tel: (0757)899 32927,(0757)8993 3611

8.2.2 A&E clinic

Opening hours: 24 hours

Tel: 0757 86687291

It takes 20 minutes' drive from SCNU Nanhai Campus.

8.3 Emergencies

8.3.1 If you have an emergency while you are traveling (such as fire or traffic accidents), or other troubles, the following Chinese telephone numbers may be useful.

Item	Tel
Police (Calling)	110
Police (Text message)	12110
First-aid Ambulance	120
Fire	119
Traffic Accidents	122
SOS in Water	12395

8.3.2 Calling Tips:

- 110, 120, 119 and 122 are special telephone numbers, and there is no charge for dialing and answering. 110 may be used for all emergencies. It is the first number to call. Whether 119, 120 or 122 is called depends on the situation.
- The more details you can provide to the police, the better. At a minimum you will need to provide your name and location and give a description of the problem. If you don't know the exact position, tell them the landmarks or buildings nearby. If you are in a remote area, you will need to give the name of the town or village. After the call, you should keep your phone on in case they need to call you back. When you see a police car approaching, wave to them.
- If you can leave the accident area, please wait for the rescue workers at some obvious places where they can easily find you.

9. Communications and Telecommunications Services

9.1 Telecommunications and Mobile Communications

Please review and consider the IT guidance on [Mobile Device Security when travelling abroad](#).

9.2 Social Media and Applications

Please note that access to certain social media apps is not possible in China without the use of VPN. These include Facebook, Instagram, WhatsApp. It is also not possible to connect to Google Maps but there is an alternative Map Application – Baidu Map.

9.3 Bank Services

Most bank cards can be used overseas but you should seek further details from your bank provider. Check with your bank in advance of travelling to China. Credit Cards will likely be accepted in the hotel but out with the hotel it is less likely.

From experience of staff travelling recently, it is suggested that the best to take local currency. Be mindful of cards with charges for withdrawing currency locally.

10. Cultural Acclimatisation

All staff are recommended to follow the regulations, custom and laws of the Peoples Republic of China. Our partner SCNU have provided some guidance below specifically on some cultural sensitive areas to avoid.

- It is strongly advised not to slander the Communist Party of China and the socialist system;
- It is strongly advised not to slander the principles and policies of the Communist Party of China;
- It is strongly advised that you do not undertake any actions that would damage the national interests of China;
- It is not allowed to have any improper relationship with any student;
- It is not allowed to change the teaching plan or mediate classes without authorization; (if you need to change class due to an emergency, it is advisable to contact [REDACTED] – scnuadmin-ncs@abdn.ac.uk and [REDACTED]@m.scnu.edu.cn)
- It is not allowed to use the power for personal gain and plagiarism.

11. Key Contacts

SCNU & UoA Leadership of Aberdeen Institute

[illegible][illegible]

[REDACTED]										Telephone
------------	--	--	--	--	--	--	--	--	--	-----------

[illegible]