

2024-2025 学年上海大学商务汉语进修项目（一年）招生简章

Prospectus for the One-year Business Chinese Program, 2024

-2025 Shanghai University

为满足外籍人士掌握商务汉语知识，提升商务汉语应用能力，顺应汉语+职业的汉语国际教育发展大趋势，上海大学国际教育学院项目中心特推出商务汉语项目（一年）。

In order to meet the needs of international students to develop competence in business Chinese, improve their use of Chinese in business settings, and enhance their career development with good Chinese proficiency, Shanghai University has launched the one-year Business Chinese Program (Academic Year of 2024-2025).

1、项目特色 About the Program

1.1 课程体系全面完整，课程设置从听说读写四个方面提高学生的商务汉语应用能力，同时学生还能对当代中国经济、科技、社会等有较全面的了解。

1.2 课程在讲授商务汉语知识和理论的基础上，注重学生跨文化商务沟通能力的培养。主干课程每个商务主题都配有相应的商务实践活动，建立“商务主题教学”+“商务实践活动”的教学体系。通过对真实商务场景的模拟，提高学生分析问题和解决问题的能力。

1.3 注重课堂学习与课外参访的融合。根据教学需要安排企业参访活动，亲身体验企业文化和管理方式，深化对课堂所学知识与技能的了解，为将来的就业积累经验。

1.1 With application-oriented training in listening, speaking, reading and writing, the program aims to improve students' practical use of Chinese in business settings, and to enable students to have a deeper understanding of the economy, science and technology and society in contemporary China.

1.2 Apart from business Chinese knowledge and theory, the program also emphasizes the development of students' cross-cultural communication skills. Each theme of the

main course is complemented with corresponding business practice activities. By simulating real business settings, students' ability to analyze and solve problems is improved.

1.3 The program features a combination of classroom learning and extracurricular visits. Based on teaching requirements, enterprise visits are arranged to help students experience corporate culture and management of a business and to better prepare themselves for future employment.

2、授课地点 Location

上海大学延长校区国际学生教学楼

Teaching Building for International Students, Yanchang Campus, Shanghai University

3、课程信息 Course Information

3.1 开课时间 Duration

2024年秋季：2024-09-09至2025-01-10，共18周，每周20课时。

Autumn 2024: 9th September, 2024 to 10th January, 2025. 18 weeks in total, 20 class-hours per week.

2025年春季：2025-02-17至2025-06-20，共18周，每周20课时。

Spring 2025: 17th February, 2025 to 20th June, 2025. 18 weeks in total, 20 class-hours per week.

3.2 新生注册 Registration

2024年秋季：2024年9月9日

Autumn term: 9th September, 2024

2025年春季：2025年2月17日

Spring term: 17th February, 2025

3.3 课程示例

时间	周一	周二	周三	周四	周五
8:00-9:40	商务汉语	商务汉语	商务汉语	商务汉语	经贸汉语阅读
10:00-11:40	经贸汉语口语	经贸汉语阅读	商务文化	经贸汉语口语	商务汉语写作

Sample

Business Chinese Course Timetable					
Time	Mon	Tue	Wed	Thu	Fri
8:00-9:40	Comprehensive Business Chinese	Comprehensive Business Chinese	Comprehensive Business Chinese	Comprehensive Business Chinese	Comprehensive Business Chinese
10:00-11:40	Business Chinese Conversation	Business Chinese Conversation	Business Culture	Business Chinese Conversation	Business Writing

4、项目证书 Certificate

完成规定课时，考核成绩合格者，学校将颁发商务汉语进修项目《结业证书》。

A completion certificate in Business Chinese Program will be issued to students who successfully complete all the courses and pass the examinations.

5、入学流程 Procedures

5.1 按照要求进行网上申请。

5.2 等待学校审核录取。

5.3 请在开学前一周，全额缴纳学费并将“学费支付凭证”（汇款单据照片或转账截图）发邮件到 apply6@oa.shu.edu.cn。开学一周内不缴纳学费者，将取消入学资格。

5.4 学校将在开学前发送有关预报到和注册的通知邮件，请按照通知内容在规定时间内完成报到注册。

5.5 10人以上开班，不满10人的班级将被合并或取消。请注意，如遇班级取消放弃入学，所发签证也将被取消。

5.1 Please apply online as is required.

5.2 Please wait for the university to review the application.

5.3 Make tuition fee payment in full, and send payment receipt (copy or picture of the remittance receipt or the transfer receipt) by email to apply6@oa.shu.edu.cn one week before the term starts. Those who do not pay their tuition fees within the first week of the term will be disqualified for admission.

5.4 The University will send a notification email about pre-registration and registration before the term starts. Please complete the registration within specified time period according to the notification..

5.5 Classes are open for more than 10 students. Those with fewer than 10 students will be combined or cancelled. Please note that if the class is cancelled, the visa will also be cancelled.

6、报名方式 How to apply

6.1 登录上海大学网上申请系统报名 <https://apply.shu.edu.cn>

第一步： 点击 Apply now，用邮箱注册账号登录（每个邮箱仅能申请一次）。

第二步： 选择“非学历项目——商务汉语项目（2024-2025 学年）”，填写个人信息，上传证件照（像素 300*500）、护照信息页、学习计划、HSK 成绩等申请材料；

第三步： 提交申请，等待审核；

第四步： 收到电子 offer 后点击确认 offer，完成申请。

第五步： 学生将获得加盖学校公章的录取通知书扫描件和 JW202 或 DQ 表的下载指南，用于签证的申请。

6.1 Please log onto the online application system of Shanghai University for registration: <https://apply.shu.edu.cn> . Please note that one email address can only register once.

Step 1: Click “Apply Now” and register with your email address.

Step 2: Select “Business Chinese Program (Academic Year 2024-2025)” under “Non-degree Program”, fill in your personal information, upload required

documents such as photo ID (300*500px), passport information page, study plan and HSK certificate, etc.

Step 3: Submit the application and wait for review.

Step 4: After receiving an electronic offer, click to confirm the offer and complete the application.

Step 5: Official admission documents including a stamped E-Admission Notice and Guide for Downloading the E-JW202, JW201 and DQ form will be sent to students by email.

6.2 报名截止日期 Deadline for application

2024年6月30日

30th June, 2024

6.3 申请资格 Eligibility

1. 非中国籍公民，持有效外国护照，护照有效期需超过一年；高中以上学历；年龄一般在18~55岁之间，身心健康。

Non-Chinese citizens with a valid foreign passport (the validity of the passport should be over a year); graduated from high school or above; between 18 and 55 years' old, in good health both physically and mentally.

2 学习者的汉语水平应达到 HSK4 级 180 分及以上或汉语水平等同于 HSK4 级。汉语水平未达到 HSK4 级的国际学生，可先在长期汉语进修项目学习，汉语水平达到要求后，可申请进入商务汉语项目学习。

Students' Chinese proficiency should be HSK 4 180 or above or equivalent to HSK4. Those who do not have a HSK 4 certificate could study in the Intensive Chinese Language Program and then apply for the Business Chinese Program after their Chinese proficiency meets the requirement.

7、项目费用 Tuition fee

7.1 报名费：500 元；

Application fee: 500 RMB

7.2 学费：19800 元/年/人。

Tuition fee: 19800 RMB/year/person

7.3 付费方式 How to Pay

- 如果你在中国境内汇款，请汇人民币至以下账户：

If you remit in China, please remit RMB to the following account:

收款人：	上海大学
银行帐号：	033584-00801000968
开户银行：	农行闸北支行共和所

- 如果你在中国境外汇款，请汇美元至以下账户：

If you remit from overseas, please remit US dollars to the following account:

Beneficiary Name:	Shanghai University
A/C No.:	98211454800000228
Bank:	Shanghai Pudong Development Bank, Jingan Sub-branch, Shanghai, P.R.China
Swift Code:	SPDBCNSHXXX

Ø 请注意，以上银行信息永久有效。任何邮件要求您更改付款银行可能为虚假邮件，请直接与项目负责人联系确认，以免上当。

Ø Please note that the bank accounts above are permanently valid. Any emails asking to switch to other accounts could be a fraud message. In such case, please DO NOT transfer and contact the coordinator as soon as possible.

8、校内宿舍申请 On-campus accommodation

学生被录取后通过预报到系统可在网申系统内提交校内住宿申请，学校公寓办视情况予以安排。申请成功的学生须在指定期间内办理入住手续，逾期不一定有住宿可供选择。宿舍类型有单人间和双人间，单人间每天140元，双人间每天70元，

地点为延长校区，您也可以选择住在校外。住宿费用自理。

Students can submit an application via Pre-registration system for on-campus accommodation in the application system after being admitted. The Housing Office of the University will make arrangements according to the situation. Successful applicants are required to check in within the specified time period. On-campus accommodation is not guaranteed in case of a late check-in. There are single rooms and double rooms in the residence hall, with 140 RMB per day for a single room and 70 RMB per day for a double room. Students can also choose to live off-campus. Accommodation costs are borne by students themselves.

9、签证与保险 Visa & Insurance

1. 签证事宜 About Visa

学校可提供申请学习签证或居留许可（学习）的相关文件。

The University will provide relevant documents for students to apply for a study visa or residence permit.

2. 保险事宜 About Insurance

有关保险产品的信息和费用，请参阅保险网站（www.lxbx.net）。

Please refer to “Study Insurance Network” (www.lxbx.net) for insurance information including cost.

学习时长 Duration of study	两学期/一年 Two terms/One year
保险费用 Insurance cost	800 元/ CNY800

10、联系方式 Contact Information

上海大学国际教育学院国际学生项目中心

Office of International programs

College of International Education, Shanghai University

通讯地址：中国上海市静安区延长路 149 号

Address: No.149, Yanchang Road, Jing'an District, Shanghai, China

邮政编码 Post code: 200072

电话 Tel: +86-21-56335194

电子邮件 Email: apply6@oa.shu.edu.cn

网址 Website: <https://apply.shu.edu.cn>

联系人 Contact: 孙老师

