



昆山杜克大学  
DUKE KUNSHAN  
UNIVERSITY

***Duke Kunshan  
University  
Student  
Handbook***

**2021-2022**

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## ***INTRODUCTION TO THE DUKE KUNSHAN UNIVERSITY STUDENT HANDBOOK***

### ***Welcome!***

Dear Students,

Welcome to Duke Kunshan University!

The Office of Student Affairs at Duke Kunshan University (DKU) represents a unique blend of programs and services that strive to meet the unique needs of students from across the world. The Office of Student Affairs aims to provide co-curricular offerings that enhance and complement the academic experience. As you view web pages related to student life on campus, we hope you will get a sense that we intentionally support the social, physical, intellectual, cultural, and educational development of all students. Student Affairs is comprised of the following areas: Athletics, Counseling and Psychological Services (CAPS), Campus Engagement, Residence Life, Student Conduct, International Student Services, Community Engagement, and Health Services.

Through a range of integrated support services and engaging co-curricular activities, students can to successfully develop their personal, academic, and professional lives. Ultimately, our goal is to help you become critical-thinking global citizens who engage with DKU, the surrounding local communities, and the world with passion and purpose.

Best,  
Raphael X. Moffett, Ed.D.  
Dean of Student Affairs

### ***Duke Kunshan University Student Handbook***

Welcome to DKU! This Student Handbook will help you get your university experience started. It also outlines things you will need to do before you arrive, as well as arrival information, your first few weeks on campus, living on campus, and engaging in student life. To fully engage, it is important to be familiar with the DKU Community Standard and University Policies and Procedures. The handbook can be found electronically at <https://dukekunshan.edu.cn/en/student-life/student-handbook>.

### ***Duke Kunshan University Community Standard***

DKU is a community comprised of individuals from diverse cultures and backgrounds. We are dedicated to scholarship, diversity, inclusivity, cultural competence, leadership, service, and the principles of honesty, fairness, respect, and accountability. Members of this community commit to reflecting upon and upholding these principles in all academic and non-academic endeavors, and to protecting and promoting a culture of integrity and trust. To uphold the DKU Community Standard:

- I will hold myself to the highest standards for honesty, integrity, fairness, and responsibility in my academic and non-academic endeavors
- I will respect other cultures and embrace all forms of diversity
- I will uphold the standards if they are compromised

### ***Duke Kunshan University Statement on Diversity and Inclusion***

DKU welcomes passionate, creative and intellectually driven students, faculty and staff from all walks of life, from all over the world. We affirm the diverse histories, perspectives, experiences, identities, languages and cultures that enhance our community, and we aim to create an environment where all members of our community are accepted, appreciated and celebrated. Our commitment to inclusivity is grounded in the university's mission. DKU is a community where those who study, live and work see a difference as an opportunity for meaningful dialogue, creative expression and innovative thinking. The university aspires to foster mutual respect and understanding among and for all people, regardless of differing cultures, ethnicities, races, religions, genders, sexual orientations, ages, national origins, socioeconomic backgrounds, capabilities, or any other category that can be used to divide people. Our uniquely rich cultural community is designed to cultivate informed and engaged citizens of the world.

### ***Duke Kunshan University Policies and Procedures***

Each student is expected to be familiar with the entire set of University policies and procedures, which can be found on the website. The policies and procedures explain policy introductions, rights of students, responsibilities of

students, rights of University members, and the use of University facilities. It also explains that a student has the right to file a complaint with the Dean of Student Affairs Office for non-academic/co-curricular concerns. We welcome all students to submit complaints to the [Student Affairs website](#). Students who allegedly violate policy will be investigated and referred to the [Student Conduct Process](#). Students are responsible to adhere to expectations within the handbook whether on campus (including an facilities that are owned, operated, or leased by DKU) or off campus. Members of the DKU community who must abide by and are protected by this handbook and its policies and procedures include, but are not limited to, (1) all DKU students including full and part-time students, undergraduate students, graduate students, or any other students enrolled at DKU; (2) all student applicants for admission to DKU, all student participants in DKU sponsored or affiliated activities; and (3) visiting students.

The University reserves the right to amend or update information, policies, or procedures when necessary and will communicate changes to students in a timely manner.

## **SECTION 1: WELCOME TO DUKE KUNSHAN UNIVERSITY!**

### **1.1 Important Phone Numbers**

All students are encouraged to keep important phone numbers programmed into their phones. In an emergency, you may have to call for help yourself, as assistance from onlookers and passersby may not necessarily be forthcoming. Many places in Kunshan may not have English-language service. However, for emergency numbers such as ambulance or police, you will be connected to someone that speaks English. The following numbers are listed for your reference only. China's country code is +86.

#### **1.1.1 Emergency**

##### **1.1.1.1 Local Police**

Call 110 or text 110114.

##### **1.1.1.2 Fire Department**

Call 119.

##### **1.1.1.3 Ambulance**

Call 120.

##### **1.1.1.4 DKU Campus Emergency Hotline**

[Campus Services](#) staffs this 24/7 bilingual service available by calling (0512) 3665-7110.

##### **1.1.1.5 Resident Assistant on Duty**

There is a Resident Assistant on Duty (RAOD) for each building any time the residence halls are open and the Residence Life office is closed. During these hours, they are available to assist with lockouts and emergencies that cannot wait until the next business day. To contact them, please call the [Residence Life](#) office to have a central office staff member answer your call during the day or to be connected to the RAOD after hours.

#### **1.1.2 Helpful Community Resources**

##### **1.1.2.1 Banks**

- ◆ China Construction Bank: Call their service hotline 95533, or visit their website at <http://www.ccb.com/en/home/index.html>. You can also visit one of their branch locations. Kunshan location: No. 2200, Life Hub, Qianjin West Rd., Kunshan
- ◆ HSBC: For information about the HSBC, view their website at <https://www.hsbc.com.cn/en-cn/>, call their office (0512) 6763-8338, or visit their location below between Mon-Fri from 9 am – 5 pm: Kunshan location: G/F Huali Hotel, No.237, Middle Qian Jin Rd., Kunshan

##### **1.1.2.2 Hospitals in Kunshan**

- ◆ Kunshan No.1 People's Hospital. Address: No. 91 Qian Jin West Road, Kunshan; Tel: (0512) 5753-1749

- ◆ Kunshan No.1 People's Hospital (Youyi Branch). Address: No.5 QingyangRoad; Tel: (0512) 5702-7200
- ◆ Kunshan No.2 People's Hospital. Address:142 Zhongshan Road Tel: (0512) 5753-9199
- ◆ Kunshan No.3 People's Hospital. Address: 615 Zizhu Road Tel: (0512) 5779-0003
- ◆ Kunshan Bacheng People's hospital. Address: 2318 Zucongzhi Road Tel: (0512) 5765-1285
- ◆ Kunshan Jiangpu health service center. Address: 500 Wanbu road, Gaoxin District Tel: (0512) 3682-3105
- ◆ Hospital of Traditional Chinese Medicine. Address: No.189, Chaoyang Road, Yushan Town; Tel: (0512) 5792-8397
- ◆ Jen Ching Memorial Hospital. Address: 999 East Qian Jin Road, Kunshan City; Tel: (0512) 5715-9999

### **1.1.2.3 Hospitals Near Kunshan**

- ◆ Suzhou Kowloon Hospital. Address: 118 Wan Sheng Road, Suzhou Industrial Park, Suzhou; Tel: (0512) 6262-7705
- ◆ Suzhou Parkway Health SIP Medical & Dental Center. Address: Room 203-204, Building 10, Li Gong Di Phase III, Suzhou Industrial Park; Tel: (0512) 6790-3490 (24-hour)
- ◆ Suzhou Singhealth Clinic Address: 198 Xinghai Road, Xinghai Building, Suzhou; Tel: (0512) 6767-1655
- ◆ Shanghai Delta Hospital. Address: 109 Xule Road, Qingpu District, Shanghai Tel: 400-821-0277
- ◆ Shanghai Jiahui international Hospital. Address: 689 Guiping Road, XuhuiDistrict, Shanghai Tel: 400-868-3000
- ◆ Shanghai United Family Hospital. Address: 699 Pingtang Road, Changning District, Shanghai Appointment Center: 400-639-3900 , 24-hour Emergency Hotline: +86 (21) 2216-3999 Email: [shuptservice@ufh.com.cn](mailto:shuptservice@ufh.com.cn)

### **1.1.2.4 Post Offices**

- ◆ Renmin North Road location is No.102, Renmin North Road, Kunshan
- ◆ Tinglin Road location is No.28, Tinglin Road, Kunshan

### **1.1.2.5 Traffic**

Call 122.

### **1.1.2.6 Transportation**

- ◆ Taxi: (0512) 9688-9699
- ◆ Train Station: (0512) 5736-9105
- ◆ Bus Station: (0512) 5738-6789
- ◆ Traffic Police: (0512) 5035-0627
- ◆ Didi: Phone App

## **1.2 Academic Resources**

### **1.2.1 General**

Information about the following academic topics can be found on the website below:

<https://dukekunshan.edu.cn/en/academics>

- Undergraduate degree programs
- Graduate degree programs
- Faculty
- Library
- Center for Teaching and Learning
- Duke Kunshan Colloquium
- Innovation & Entrepreneurship Program

### **1.2.2 Academic Resource Center (ARC)**

The Academic Resource Center (ARC) is the undergraduate central campus learning center offering a range of services from tutoring to academic support (e.g., study skills, notetaking, time- management). Tutoring is offered in select courses associated with Natural Sciences, Social Sciences, and Arts & Humanities. For a complete list of



courses being tutored, visit our ARC website for the schedule published at the start of each session on the ARC website. When using ARC space, please remember to respect the space, staff, and follow policies and procedures to maintain an academic space supportive of learning. For additional information and services, contact or visit the Academic Resource Center within the Office of Undergraduate Advising in the Conference Center (CC) Rooms 3002 and 4002, at [DKU-arc@dukekunshan.edu.cn](mailto:DKU-arc@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/academics/advising/arc>.

### **1.2.3 Academic Standards and Expectations**

All students are expected to uphold the DKU Community Standard and Duke Kunshan University Academic Integrity Policy. Undergraduate students should refer to the [Bulletin of Duke Kunshan University for Undergraduate Instruction](#), Part 6. Academic dishonesty includes acts such as lying, cheating, plagiarism, and stealing. You will be held responsible if you commit these acts and will be subject to the Duke Kunshan University Academic Integrity Policy. Violations of academic integrity that occur while the student is residing at Duke University or any other institution (for example, during a study-abroad program) will be handled by the host institution according to the host institution's policies, although DKU reserves the option to investigate the case and impose additional penalties if such action is deemed warranted. Most of the graduate and professional schools have ethical codes that follow from or incorporate the Duke Community Standard. Links to these codes for each of the graduate schools can be found at <http://www.integrity.duke.edu/graduate/index.html>.

Duke Kunshan will monitor rigorously students' academic performance and progress through the programs. Students failing to make satisfactory progress will be notified by Duke Kunshan, which may result in an academic warning, academic probation, or academic suspension (see the [Bulletin of Duke Kunshan University for Undergraduate Instruction](#), Part 6).

### **1.2.4 Chinese Language and English Writing Programs**

Duke Kunshan offers language programs for Mandarin and English, which are integrated into the curriculum. For more information visit the [Language and Cultural Center](#).

### **1.2.5 Fees and Billing**

Visit the website of your program for fee and billing information:

- Master of Management Studies: <https://dukekunshan.edu.cn/en/mms/admissions/tuition-and-fees>
- Master of Science in Global Health: <https://dukekunshan.edu.cn/en/academics/global-health/tuition-and-fees>
- Master of Science in Medical Physics: <https://dukekunshan.edu.cn/en/academics/master-science-medical-physics/tuition-and-fees>
- Master of Environmental Policy: <https://dukekunshan.edu.cn/en/academics/master-environmental-policy/tuition>
- Master of Engineering in Electrical and Computer Engineering: <https://dukekunshan.edu.cn/en/iapse/admissions/cost-attendance>
- Undergraduates: <https://admissions.dukekunshan.edu.cn/tuition-chinese-students/> and <https://admissions.dukekunshan.edu.cn/en/tuition-international-students/>

### **1.2.6 Language & Culture Center (LCC)**

The Language and Culture Center (LCC) is the DKU academic division responsible for offering language courses, especially courses in English for Academic Purposes and Chinese as a Second Language. The LCC also offers elective courses in written and oral communication skills and support for learning additional languages. For additional information, contact or visit the LCC in the first floor of the Conference Center or <https://dukekunshan.edu.cn/en/academics/language-and-culture-center>.

### **1.2.7 Library**

DKU Library is a teaching and learning hub and scholarly gateway for faculty, students, and staff. DKU and Duke University Libraries (DUL) work together to provide comprehensive services and resources for teaching, learning, and research. In this space, students have access to over 18,000 volumes of print books, 17 print journals, and over 400 DVDs, as well as Mac, Windows and iOS work stations and a range of loanable equipment, such as calculators, headphones, and DVD players. The Library also offers one-on-one research support and specialized workshops throughout the semester. DKU students also have access to the following DUL resources:

- 100,000+ eJournal titles

- 1,000+ research databases
- Approximately 1.9 million eBooks
- InterLibrary Loan service (<https://library.duke.edu/using/interlibrary-requests>): Using this service, DKU Library users can request copies of book chapters and articles outside the scope of the DUL collection

For additional information, contact or visit the DKU Library in two rooms on the first and second floor of the Academic Building, at (0512) 3665-7027, at [dkulibrary@dukekunshan.edu.cn](mailto:dkulibrary@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/academics/library/about>.

### **1.2.8 Office of the Registrar**

The Office of the Registrar manages the academic calendar, course catalog, course registration, and student records. For additional information, contact or visit the Registrar's Office in Academic Building 3124, at (0512) 3665-7021, at [dku-registrar@dukekunshan.edu.cn](mailto:dku-registrar@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/registrar-office>.

### **1.2.9 Office of Undergraduate Advising**

The Office of Undergraduate Advising is committed to providing a student-centered signature advising experience that promotes holistic learning and understanding of the integrated and multi-disciplinary curriculum and prepares the next generation of scholars and leaders. Academic advising provides undergraduates with academic strategies that reinforce a research-oriented liberal arts and sciences education inclusive of how students learn and develop in pursuit of their academic and career endeavors. For additional information, contact or visit the Office of Undergraduate Advising at <https://dukekunshan.edu.cn/en/academics/advising>.

### **1.2.10 Writing and Language Studio (WLS)**

The Writing and Language Studio (WLS) provides guidance and support to students, faculty, and staff in the Duke Kunshan community as they develop language and communication skills in English, Mandarin Chinese, and other languages. WLS offers one-on-one coaching service in different areas:

- **Writing coaching:** WLS writing coaches provide writing support to all Duke Kunshan students, staff, and faculty. The writing coaches come from different academic backgrounds and are familiar with a variety of writing styles and formats. They can help with any stage of the writing process, from initial brainstorming to structural revisions and putting finishing touches on a final draft. Their goal is to help learners develop the skills they need to examine and improve their writing.
- **Language coaching:** The WLS provides coaching services for Mandarin Chinese, English, and several additional languages. Language coaches can help learners develop plans to improve their language skills; guide them on setting short—term and long—term goals; provide feedback on their learning strategies and language use; recommend resources for independent learning; and help them practice specific language skills, such as reading, listening, pronunciation, and so forth.

For additional information, contact or visit the WLS at [DKU\\_WLS@dukekunshan.edu.cn](mailto:DKU_WLS@dukekunshan.edu.cn) or <https://dukekunshan.edu.cn/en/academics/language-and-culture-center/writing-and-language-studio>.

## ***1.3 Student Affairs Resources***

The vision of the Office of Student Affairs is to be recognized worldwide for facilitating a transformative and global college experience that focuses on student success. The mission is to support the physical and psychological wellbeing of students while providing a global student centered co-curricular experience that encourages them to lead purposeful and productive lives. We promote an inclusive and holistic community by challenging and supporting students with opportunities that foster self-awareness, cross cultural competence, and leadership skills while encouraging a sustained commitment to learning, integrity, and mutual respect. Simply, The Office of Student Affairs supports and challenges students to lead purposeful and productive lives. The Office is comprised of many different functional areas listed below. For additional information, contact or visit Student Affairs at [duku-studentaffairs@dukekunshan.edu.cn](mailto:duku-studentaffairs@dukekunshan.edu.cn) or <https://dukekunshan.edu.cn/en/student-life>.

### **1.3.1 Arts and Culture**

Arts and culture play an important role in the student community at DKU. It aims to create a creative environment for the students by providing various programs on and off-campus. From one perspective, DKU attracts artists from China and abroad who are interested in displaying their work within the liberal arts environment of DKU, and who believe that art, like education, is an important bridge for cross-cultural conversations. It encourages artists to share

their vision and talent by creating, donating or exhibiting artwork at the DKU campus, thus shaping a dynamic and innovative culture. Besides, the Campus Engagement Team provides students an array of opportunities to expand, enhance, and explore the areas of Arts, Culture and Entertainment. This is done through various creative mediums such as visual arts and crafts workshops, performances, excursions incorporating artists and/or personalized crafts plus local cultural excursions to Shanghai and around Jiangsu Province. One DKU's signature programs is the Arts & Music Festival Week where many of these mediums come to life on campus. Other major series initiatives include, but are not limited to, Arts November, Creative Makers' Studio, and This is Jiangsu Series. We hope to provide students with opportunities to showcase their artistic talents and connect the community through arts and culture! For additional information, contact or visit Arts and Culture in SRH 200, at [arts@dukekunshan.edu.cn](mailto:arts@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/campus-engagement/arts-culture-entertainment>.

### **1.3.2 Athletics**

The Athletics department oversees the Physical Education, Sports, and Recreation programs at DKU. Overall, our Varsity sports and physical activity programs are designed to promote diversity in physical activity, reflect on students' interests, and provide an opportunity for intra-varsity competition.

Our physical education program is designed to promote wellness and introduce students to a range of traditional Chinese and classic activities. Although international students do not have to take PE classes like Chinese students, we encourage all students to use this opportunity to learn new activities and earn academic credit in the process.

We offer over 20 different sports and activities on a rolling basis. Clubs are generally categorized into recreational clubs that are simply for students' leisure, while Varsity clubs have school teams that participate in various competitions and represent the university at the interscholastic competitions. Although there are activities that we do not currently offer, you may find a group of students interested in creating a club. The Athletics department offers all the necessary support to help you start a club.

In addition to sports, our fitness center at the DKU Conference Center has a range of cardio equipment, free weights, and exercise machines and provides organized fitness classes such as yoga, Pilates, tai-chi, dance, and many others. Check the most updated class schedule and operating hours on the DKU Athletics website or at the entrance of the Fitness Center. In addition, through collaboration with various off-campus sports clubs, students have access to a diverse range of activities. Students wanting to start organized teams or intramural sports should contact the DKU Athletics office at the beginning of the semester.

Our multi-sport campus facilities host the majority of the activities, while collaboration with local sports clubs and other schools allows for off-campus activities as well. Students also have an opportunity to join various wellness programs and initiatives throughout the year. For additional information, contact or visit the Athletics Department in Student Residence Hall 300 (Mon-Fri from 9 am - 5:30 pm), at [sports@dukekunshan.edu.cn](mailto:sports@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/campus-life/student-life/athletics>.

### **1.3.3 Blue OASIS Student Center (BOSC) of DKU at Dayu Bay**

The Blue Oasis Student Center (BOSC) of DKU at Dayu Bay is a space specifically designed for students that offers study spaces, music room, arts and craft room, video game consuls, relaxing space, meeting rooms, programming spaces, and an amphitheater. The BOSC is staffed by student workers from morning to late evening and offers a large array of student programs to meet the needs of students and keep them busy. For reservations of additional information, contact or visit the BOSC in Dayu Bay next to Jim's Bar & Restaurant, at [studentcenter@dukekunshan.edu.cn](mailto:studentcenter@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/campus-engagement/blue-oasis-student-center>.

### **1.3.4 Campus Activities Board (CAB)**

Launched in Fall 2019, the DKU Campus Activities Board serves as a non-club university supported programming board that hosts large—and small—scale programs and activities to meet the needs and interests of students making the campus more vibrant.

It has a leadership board of 12 student leaders having 8 student committees being Campus Traditions, Music and Performing Arts, Culture and Visual Arts, Intercultural Initiatives, Special Programs Off-Campus Community Initiatives, Inter-University Initiatives, and Marketing. For additional information (including how to get involved), contact or visit CAB in Student Residence Hall 200, at [dku-cab@dukekunshan.edu.cn](mailto:dku-cab@dukekunshan.edu.cn),

### **1.3.5 Campus Engagement**

Learning occurs both inside the classroom as well as outside the classroom. At DKU, we believe that students who are involved in campus life through student leadership and participation in co-curricular activities—such as sports, group excursions, service learning, voluntary community work, paid or unpaid internships, and arts, cultural, social, and inter-cultural events—will not only build self-confidence in their personal development but also do work that benefits the campus community and the local community at large. Ultimately, students engaged in Campus Engagement will benefit from these experiences and the various community-building opportunities. Check out the campus event calendar and opportunities at <https://dukekunshan.campuslabs.com/engage/> and more resources at <https://dukekunshan.edu.cn/en/student-life/campus-engagement>.

#### **1.3.5.1 Activity/Program/Trip Absence Policy**

If and when an activity has limited availability for students to attend, an RSVP (reserving a spot) will be required. Due to limited availability, and thus needing to turn others away interested in attending, if a student reserves a spot and does not attend without providing a minimum of 48 hours' notice, the following consequences will occur:

- ◆ First Offense: The student will not be able to RSVP to a limited activity for 30 calendar days
- ◆ Second Offense: The student will not be able to RSVP to a limited activity for the remainder of the semester, or the following semester if the offense occurs in the last week of the semester
- ◆ Third Offense: The student will not be able to RSVP to a limited activity for the remainder of that academic year

#### **1.3.5.2 Activity Liability Waiver**

All students are required to complete the University Activity Liability Waiver provided at Orientation (or at a later date if and/or when updated) if they are to partake in any non-required (academic) activities/programs/trips.

These activities constitute an exciting and important part of the DKU experience in serving the diverse needs and interests of our students and promoting connections outside the classroom. These opportunities also provide leadership skills, development opportunities, and serve to empower students culturally, socially, and intellectually. For additional information, contact or visit Campus Engagement in Student Residence Hall 200 (Mon-Fri from 9A-5:30P), at (0512) 3665-7280, at [activities@dukekunshan.edu.cn](mailto:activities@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/campus-engagement>.

### **1.3.6 CARE Team**

DKU cares about our students' success, not only academically, but also emotionally and physically. Because of our commitment, we provide numerous departments and services across campus that respond to our students' unique needs. However, sometimes, students do not ask for help when they need it. In an effort to identify those students proactively, DKU has created a network of professionals from across campus that are committed to a caring, confidential program of identification, intervention, and response in order to provide our students with the greatest chance of success and our community with the greatest level of safety. DKU believes it is important to foster an environment that encourages students to maintain a standard of responsibility for self-care, which includes the ability to respond adequately to one's emotional, physical, and educational needs. Some students who are distressed engage in behaviors that compromise their welfare, as well as the welfare of the university community. The presence of demonstrated distress, disruptive or dangerous student behavior can be a predictor of future harm to themselves, others, and the larger DKU community. While we acknowledge that no one can predict with any degree of confidence whether a student will eventually progress to acts that are harmful to themselves or others, there are behaviors indicative of higher risk. These behaviors may require further assessment by appropriate professionals to promote the safety of the student and the DKU community. If you have any questions or concerns for the CARE Team about a student or an incident, please complete a report at [https://duke.qualtrics.com/jfe/form/SV\\_5cgpMRZ5ZqbiEa9](https://duke.qualtrics.com/jfe/form/SV_5cgpMRZ5ZqbiEa9).

### **1.3.7 Career Services**

The Office of Career Services at DKU is committed to assisting graduate and undergraduate students as well as alumni with discovering and refining their career pathways and ultimately realizing their future career goals. The office offers a wide range of resources and services, including online and offline resources & tools for career development, one-on-one career coaching, workshops series, career events, and specialized career programs, etc. You are encouraged to visit the Office of Career Services frequently and make the most of your DKU experience by leveraging different resources and services provided by the office. The career coaches will be your career development partners throughout your journey at DKU and beyond. For additional information, contact or visit Career Services in Innovation Building 3002 and 3003, at (0512) 3665-7318, at [careerservices@dukekunshan.edu.cn](mailto:careerservices@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/campus-life/career-services>.

### **1.3.8 Chinese Student Services (CSS)**

For additional information, contact or visit Chinese Student Services in Conference Center 2095 or [dku-chinese-student-services@dukekunshan.edu.cn](mailto:dku-chinese-student-services@dukekunshan.edu.cn).

### **1.3.9 Clubs and Organizations**

DKU offers clubs in various categories to meet the diverse, cross-cultural, and academic interests of the student body. Club categories include Academic and University Department(s), Arts & Culture, Community Building & Social, Environmental, Science, & Technology, Recreation & Sports, Service & Philanthropy, Special Interest, and Wellness. As clubs, opportunities are created for leadership development and personal growth. To assist in this process, all student clubs and organizations must have an advisor who is a faculty member or a full-time staff. All must go through a process to be approved which includes a club/organizational constitution with a description of the organization, mission statement, membership details, and structure of its leadership and overall organization. DKU has over 60 active student clubs and organizations. For additional information, contact or visit Clubs and Organizations in BOSC, at (0512) 3665-7360, at [clubs@dukekunshan.edu.cn](mailto:clubs@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/campus-engagement>.

#### **1.3.9.1 Overview**

All DKU students are encouraged to join or form student clubs and organizations, be involved in the DKU community, and seek leadership opportunities. If you would like to start a new group, please email the details of your club/group idea to [clubs@dukekunshan.edu.cn](mailto:clubs@dukekunshan.edu.cn) and request a meeting to discuss details for its formation. All student groups must be open to all students without regard to race, ethnicity, religion, gender, age, national origin, disability, or sexual orientation. However, some small associations may be formed by a selection or application process, but these groups still will work to benefit the experience of all students on the DKU campus. If you are interested to learn about the clubs and organizations that already exist at DKU, or want to learn more about the process for starting a new group on campus, please email [clubs@dukekunshan.edu.cn](mailto:clubs@dukekunshan.edu.cn), see the Student Organizations and Clubs Manual, or visit the website below: <https://dukekunshan.edu.cn/en/student-life/clubs-organizations>.

#### **1.3.9.2 PTA Meetings and Leadership Development Workshops**

DKU Office of Student Affairs provides students with continuous leadership and student organizational training for student leaders especially those who run the student clubs and organizations. Student organization Presidents and Treasurers will be required to attend the training sessions of PTA (President, Treasurer, and Advisor) Meetings. Follow-up and detailed information will be provided by Student Affairs.

#### **1.3.9.3 Event Registration and Approval**

All recognized groups on campus will be able to organize events by completing the Event Submission Process through DKU Engage (<https://dukekunshan.campuslabs.com/engage/>). This is a platform that hosts online pages for all of DKU's clubs and student organizations. It also serves as the home to campus-wide events and the activities calendar, as well as additional resources and news for getting involved on campus. More information will be provided throughout the PTA meetings and leadership development workshops. You may also refer to the Student Organizations and Clubs Manual, or visit the website: <https://dukekunshan.edu.cn/en/student-life/clubs-organizations>.

### **1.3.10 Counseling and Psychological Services (CAPS)**

Counseling services are an important part of the DKU community that supports DKU students' mental health needs. We provide assistance to individuals to address mental health issues such as anxiety, depression, and adjustment challenges. More importantly, CAPS provides services to help students cultivate resilience and psychological



flexibility, and aims to create a healthy community through various community mental health engagement. CAPS places deep value in outreach programming and community engagement through various learning series on topics such as diversity, self-identity, self-confidence, how to form a healthy intimate relationship, and how to live a meaningful university life. For additional information, contact or visit CAPS in Conference Center 2083 (9 am – 5 pm, Monday-Friday), at (0512) 3665-7829, at [caps@dukekunshan.edu.cn](mailto:caps@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/caps>. For mental health emergencies, please call the [Campus Emergency Hotline](#) at (0512) 3665-7110 (24-hr/days, 7-days/week).

### **1.3.11 Diversity and Inclusion**

For additional information, contact or visit Diversity and Inclusion in Student Residence Hall 200.

### **1.3.12 First-Year Programs**

For additional information, contact or visit First-Year Programs in Student Residence Hall 200.

### **1.3.13 International Student Services (ISS)**

International Student Services works in conjunction with the University Registrar to provide visa information and support to international students. We work with The Bureau of Exit-Entry Administration to ensure the smooth processing of student visas, temporary residence permits, and residence registration for all students, both domestic Chinese and international. In addition to helping students with their legal onboarding requirements, International Student Services provides an array of university programs aimed at helping international students integrate with DKU, Kunshan, and the surrounding areas. Programs offered through this area allow for cross-cultural interaction between the extremely diverse student body at DKU. For additional information, contact or visit International Student Services in Conference Center 2078, at [DKU-ISS@dukekunshan.edu.cn](mailto:DKU-ISS@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/international-students>.

### **1.3.14 Leadership Programs**

Our Leadership Development programs provide a platform for undergraduate students to discover and explore their own leadership definitions, values, and skills. Students will learn to establish personal goals, develop their knowledge and skills, and practice leading on campus as they prepare to be global leaders in the future. The diverse components of the program include interactive workshops, lectures, mentorship, reading and researching, giving presentations, group projects, and creating a leadership portfolio. For additional information, contact or visit Leadership Programs in Student Residence Hall 302 (9:00 am – 5:30 pm daily from Monday – Friday), at (0512) 3665 7020, at [leadershipacademy@dukekunshan.edu.cn](mailto:leadershipacademy@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/global-leadership-academy>.

### **1.3.15 Office of Case Management (OCM)**

For additional information, contact or visit Case Management in Conference Center 2078.

### **1.3.16 Office of Student Conduct (OSC)**

For additional information, contact or visit the Office of Student Conduct in Student Residence Hall 202A, at [studentconduct@dukekunshan.edu.cn](mailto:studentconduct@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/student-handbook>.

### **1.3.17 Residence Life (RL)**

Our mission is to create opportunities to live, learn, and lead. Committed to creating these opportunities, Residence Life works collaboratively with students, parents, faculty, and staff to help residents navigate their DKU journey in a safe, diverse, inclusive, stimulating, and vibrant community. Along the way, we challenge and support residents to develop their potential, achieve their goals, and prepare for global citizenry. We are a department within the Office of Student Affairs, reporting to the Dean of Student Affairs. Simply, Residence Life is responsible for the community building aspects of living on campus. We oversee the RLC team, RA teams, community events and programs, and residential student conduct as well as the room application, assignment, and billing processes. We work closely with the separate [Housing](#) department, who is responsible for the facilities aspects of living on campus. For additional information, contact or visit Residence Life in Student Residence Hall 202 (9:00 am – 5:30 pm daily from Monday – Friday), at (0512) 3665-7020, at [residencelife@dukekunshan.edu.cn](mailto:residencelife@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/residence-life>.

### **1.3.18 Student Accessibility Services Office (SASO)**

SASO is charged with and is committed to providing educational opportunities for students with disabilities. The SASO uses a multifaceted team-based approach to determine eligibility for services and accommodations to qualified first-year students, sophomores, juniors, and seniors as well as graduate students. Our goal is to provide and coordinate accommodations that enable students with disabilities to have equal access to all DKU programs and activities. Services and accommodations are provided to students with a variety of disabilities including, but not limited to, Attention Deficit Hyperactivity Disorders, learning disabilities, psychological disorders, mobility, and chronic health as well as other medical conditions. For additional information, contact or visit Dr. Yan Li in CC 2082 or at [yl123@duke.edu](mailto:yl123@duke.edu).

### **1.3.19 Student Health Services**

The clinic provides basic primary care medical services and first aid to students. There are physicians and nurses onsite for walk-in care or arranged appointments. Student Health Services staff also refer students, as needed, to appropriate specialists at hospitals and clinics in the area. It also provides workshops that educate the campus community on public health issues and ways to prevent communicable diseases. Protocols are set up to handle medical emergencies on campus. The clinic aims to promote and enhance individuals' personal health, well-being, and physical fitness to develop a healthy campus environment. All clinical staff members are expected to maintain the strictest confidentiality when handling Personal Health Information (PHI). Student Affairs staff members are trained to maintain the confidentiality of student information, student data and records, and disciplinary records (with limited exceptions such as when there is a crisis or crime is being committed). Student Health Services provides health education workshops to educate the campus community on handling emergency incidents, how to use an Automated External Defibrillator (AED), perform Cardiopulmonary Resuscitation (CPR), and apply First Aid. The clinic also provides seasonal flu immunizations. Student Health Services also arranges for new students' medical check-ups and vaccinations upon arrival. We also serve students with disabilities by collecting and reviewing relevant accommodations related to their disabilities. For booking appointment, Pls visit website <https://patientportal.dukekunshan.edu.cn>. For additional information, contact or visit Student Health Services, in Service Building 1024 (Mon-Fri from 9 am – 5 pm; it is open until 5:30 pm but appointments are allowed until 5 pm), at (0512) 3665-7228, at [campushealth@dukekunshan.edu.cn](mailto:campushealth@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/student-life/campus-health-service>.

### **1.3.20 Student Union**

DKU, as a new institution, is in the process of establishing a student representative body called the Student Union of DKU which will be a vehicle to serve and unite the student body. The Student Union will represent the needs and rights of the students at DKU and act as the students' voice to the administration, promote overall welfare, and create welcoming communities. The Student Union will consist of elected and appointed representatives of a Student Congress and an Executive Board. For additional information, contact [studentunion@dukekunshan.edu.cn](mailto:studentunion@dukekunshan.edu.cn).

## ***1.4 Other Resources***

### **1.4.1 Campus Services**

Campus Services is an office within Operations. They are responsible for dining, mailroom operations, shuttles, and Academic Building lockers. For additional information, contact or visit Campus Services in Academic Building 2004, at (0512) 3665-7111, or [campus-services@dukekunshan.edu.cn](mailto:campus-services@dukekunshan.edu.cn).

### **1.4.2 Dining**

#### **1.4.2.1 Dining Services**

Substantial variation in dietary expectations will be accommodated, including Western and Asian preferences, and distinctive dietary needs and allergies (e.g. vegan/vegetarian, nut allergies, and more). Daily meals include Asian, Western, and vegetarian options. Hours of operation are listed below:

- ◆ Breakfast from 7:00 am - 9:30 am
- ◆ Lunch from 11 am - 1:30 pm
- ◆ Dinner from 5:00 pm - 7:30 pm
- ◆ Academic Building Café from 7:00 am – 10 pm
- ◆ Vending machines featuring beverages, snacks, and instant meal options

#### **1.4.2.2 Executive Dining Hall Student Use Guidelines**

The Executive Dining room in the Academic Building is available for student use. While the priority for space will always be for dining/ conferences/ events scheduled, there will be a sign indicating that it is closed as

appropriate. Otherwise, it is open day and night (with ID), while the Academic Building is accessible for students to study.

The following guidelines apply:

- i) Please clean up after use. Space must be kept in clean condition. There are trash receptacles in place to assist in doing so
- ii) No furniture may be moved in or out from the executive dining. All furniture must be returned to its original setup
- iii) Do not leave any personal items unattended and do not keep books, notebooks, papers, laptops, cell phones, or other valuables unattended or in the space when not in use
- iv) Please keep noise to a limit, especially when in use for studying. Music is allowed, as long as the volume is appropriate. DKU Campus Services reserves the right to decide if the sound level is too loud and must be reduced
- v) Keep the door closed and turn off the lights when not in use
- vi) No disorderly conduct or behavior that alarms or disturbs others is allowed
- vii) Please report problems or issues of any space facility, equipment, furniture, etc. to [Campus Services](#) so that those can be addressed as soon as possible
- viii) Charges will apply for damage, cleanup, or other expenses resulting from improper use. Charges will be commensurate with costs to the Campus Services
- ix) Priority is given to use for campus conferences and events

The space will be used for more intimate student events on weekends and, at times, during the week. If you, or your student organization, have ideas on how you might want to use this space, please contact [Campus Engagement](#).

#### **1.4.2.3 Dining Off-Campus**

Kunshan enjoys a wide variety of restaurants featuring Asian and international cuisine. One area close to campus is Dayu Bay Commercial Street, which is walking distance from DKU and offers several restaurant options for dining.

#### **1.4.3 Housing**

Housing is an office within Operations, reporting to the Senior Director of Operations and Environmental Health & Safety. Simply, Housing is responsible for the facility aspects of living on campus. They oversee housekeeping, maintenance, work requests, room inspections, indoor air quality, water drinkability, and rental refrigerator coordination. For additional information, contact or visit Housing at the first floor Conference Center desk, at (0512) 3665-7500, or [dkuhousing@dukekunshan.edu.cn](mailto:dkuhousing@dukekunshan.edu.cn).

#### **1.4.4 Information Technology (IT)**

The Information Technology (IT) Office provides technical support services, including NetIDs, network access, email, computer software, course websites and multimedia, lecture capture, and videoconferencing services to faculty, staff, and students. For additional information, contact or visit IT on the third floor of the Academic Building (Mon-Fri from 9 am - 5:30 pm), at (0512) 3665-7100, email [service-desk@dukekunshan.edu.cn](mailto:service-desk@dukekunshan.edu.cn), or <https://dukekunshan.edu.cn/en/it-support>.

#### **1.4.5 Mini Mart**

Snacks, personal supplies, beddings, laundry tokens, and Duke Kunshan souvenirs are available for purchase in the Mini Mart, Academic Building 1064.

#### **1.4.6 Nearby Hotels**

People who are not DKU students are not allowed to stay overnight in the residence halls. For a list of hotels in Kunshan, please go to <https://dukekunshan.edu.cn/en/student-life/pre-arrival>.

#### **1.4.7 Parking**

There will be limited guest parking on campus in front of the Duke Kunshan Conference Center and behind the Student Residence Hall. Parking passes are required. For information about parking, contact [Campus Services](#).



## **SECTION 2: RESIDENTIAL EXPERIENCE & POLICIES**

### **2.1 Campus**

The term campus includes all spaces owned, operated, or leased by the University. Our main campus is located in the newly developed west side of Kunshan, at No. 8 Duke Avenue. It is approximately a 20-minute drive to the city center and currently features 6 buildings: The Academic Building (AB), Conference Center (CC), Faculty Residence, Innovation Building (IB), Service Building, and Student Residence Hall (SRH). The buildings surround a tranquil pond, with walkways across, which join at the Water Pavilion. Some of our offsite, but still considered “on campus”, locations include the Blue Oasis Student Center, DKU offices in KSTEP, and various leased properties that serve as residence halls and physical education venues until Phase II opens. For more information about the facilities, visit the [Campus](#) website.

### **2.2 Residency Requirement**

All undergraduate students are required to reside on campus, all four years. On-campus includes the main campus as well as any buildings off-site that are owned, leased, or operated by the University. Graduate students are encouraged but not required by Residence Life to reside on campus. Limited space prevents us from guaranteeing graduate students a room.

### **2.3 Two Important Departments, One Important System**

#### **2.3.1 Residence Life**

[Residence Life](#) is a department within the Office of Student Affairs. Simply, Residence Life is responsible for the community building aspects of living on campus. They oversee the RLC team, RA teams, community events and programs, and residential student conduct as well as the room application, assignment, and billing processes.

#### **2.3.2 Housing**

[Housing](#) is a department within Operations. Simply, Housing is responsible for the facility aspects of living on campus. They oversee housekeeping, maintenance, work requests, room inspections, indoor air quality, water drinkability, and rental refrigerator coordination.

#### **2.3.3 MERCURY**

MERCURY is the online system used by both the Residence Life department and the Housing department. Residence Life primarily uses it to create room assignments and Housing primarily uses it for maintenance and refrigerator rental requests. To log into MERCURY,

- 1) Log in to <http://in.dukekunshan.edu.cn> (you need to be on a DKU Wi-Fi network or logged into the DKU portal through the Cisco AnyConnect VPN)
- 2) Click “Applications Portal”
- 3) Click “MERCURY Student”
- 4) Log in with your NetID

### **2.4 Residence Halls**

Our residence halls are homes for students to live in. Many people use the word “dorm” to describe the places students live on university campuses since “dormitory” is a word derived from the Latin for “sleep”. However, since our office provides something far more impactful and meaningful than sleep alone, we use the term residence hall to describe any of the residence halls. Each hall is supervised by a full-time Residence Life Coordinator, who also lives in the building. Further, each Residence Life Coordinator supervises a team of Resident Assistants who help students develop a sense of community. Information about each residence hall can be found [online](#).

### **2.5 Room Assignments**

Room assignments are made by [Residence Life](#), before the school year begins, through the [MERCURY](#) system. Within the room assignment application, information about roommate matching, building preferences, and room type preferences will be collected, and students will sign a Room Assignment Agreement. While we collect these preferences, we ask for your understanding that limitations don’t enable us to give everyone exactly what they prefer. The options available and application timelines for different academic programs and levels is slightly different; please pay attention to emails sent by Residence Life and information posted [online](#).

## **2.6 Facilities**

Facilities are maintained by [Housing](#) and the buildings are cleaned regularly. If there is an issue with any of the facilities in your room, you can complete a student maintenance request in [MERCURY](#) and a worker will come to investigate and fix the problem. Housing works from 9 am to 6 pm on weekdays. If students have any urgent issues (e.g. water leak) outside of working days, please contact [Campus Services](#). Refrigerators are available for rent in some of our residence halls. To make a request, complete the form in [MERCURY](#).

## **2.7 Residence Life Policies & Procedures**

The DKU residence halls values mutual respect and personal responsibility. To establish and maintain such a community, all students are held accountable for their actions. A brief overview of some policies and procedures can be accessed [online](#). In the event of a discrepancy between the Residence Life website and what's written below, the information below will be considered the official version.

### **2.7.1 Bulletin Board Posting**

The bulletin boards and whiteboards in residence halls are used for posting information about student activities, programs, and announcements. Pre-approval by Residence Life is required for all postings, which must be in English or contain the translation of non-English content. Requests for approval can be made by emailing [Residence Life](#) 5 business days in advance. Postings displayed without advance approval or those that have happened in the past will be removed and discarded. The bulletin boards are not to be used for advertising, personal services, or commercial notices.

### **2.7.2 Guests**

Residents are allowed to have visitors in their room with the approval of their roommate(s). All visitors (defined as anyone not assigned to the room or suite) must abide by all University and Room Assignment Agreement policies, and they are the responsibility of the hosting resident. Residents can have no more than four visitors at a time. DKU student visitors can spend the night in the host resident's room a maximum of 4 consecutive nights, if and only if the roommate(s) allows. People who are not DKU students are not allowed in the residence halls between 11:00 PM – 8:00 AM and are required to sign in at the entrance of the residence hall. Residence Life staff may require a guest to leave a room.

### **2.7.3 Kitchen**

Any student can use the first floor Student Residence Hall kitchen, which is jointly administered by [Campus Services](#) and [Residence Life](#). Safety and mutual respect are top priorities for this space. All students who use the kitchen are expected to return the space to a ready state by cleaning and putting away everything that was used. Students found to abuse the space or equipment or cause the fire alarm to activate may be charged for relevant damages, may be referred to the student conduct process, and may have their use privileges revoked.

To gain access, exchange your room key at the security desk for the kitchen access key. Know the kitchen is available on a first-come, first-served basis and there is a maximum of 6 persons allowed in the locked cooking area at a time. There are no restrictions on the number of people who can be in the unlocked area. If it's your first time using the kitchen, fill out the SRH Student Kitchen Quiz (QR code posted there) to get you trained on kitchen essentials such as food handling, hygiene, and clean-up. Instructions on how to safely use specific appliances (induction stoves, oven, etc.) and cleaning supplies are available within the cooking area. Personal food, appliances, and utensils can be stored in the kitchen at the student's risk. To promote mutual respect, anyone who uses the kitchen should ask the owner before using their food, appliances, or utensils. Please label the food with your NetID and storage date; food should be removed within a week if it begins to spoil. Before leaving the kitchen, please complete a Check-Out form (QR code posted there), remember to attach a picture of the clean kitchen, and exchange your keycard at the security desk.

### **2.7.4 Lockouts**

Every time a student is locked out, they are required to prove their identity and complete a lockout form before being let into the room. Three lockouts in a semester will result in a Residence Life warning and five lockouts in a semester will result in referral to the student conduct process. A student locked out:

- 9:00 AM – 5:30 PM, daily Mon – Fri: Should go to their residence hall's security office/helpdesk
- After hours: Should call the residence hall's RA On Duty

### **2.7.5 Quiet Hours**

Quiet Hours are in effect nightly Sun night – Fri morning from 11:00 PM – 8:00 AM, and Sat and Sun mornings from 1:00 AM – 10:00 AM. Reasonable levels of noise can occur outside Quiet Hours. Excessive or intrusive noise at any time is prohibited. 24-Hour Quiet Hours are in effect from the last day of class through the end of the session.

### **2.7.6 Residence Hall Opening & Closing Dates**

For the current academic year, the dates of residence hall opening and closings can be found in your Room Assignment Agreement or [online](#).

### **2.7.7 Room Assignment Agreement**

The Room Assignment Agreement, available in [MERCURY](#), is legally binding, and all policies and procedures outlined therein apply. In the event of a policy or procedural discrepancy between this Handbook and the Room Assignment Agreement, the Room Assignment Agreement will be considered the official version.

### **2.7.8 Room Charge, Payment, and Deposit**

[Residence Life](#) charges student Bursar accounts each semester for their room and the Bursar communicates the bills and collects the payment. The official policy is listed in the Room Assignment Agreement.

### **2.7.9 Room Consolidation**

In an effort to create more room options for incoming and existing residents, ensure payment and experience equity, and maximize the use of available space, [Residence Life](#) will enact a consolidation process each semester. The official policy is listed in the Room Assignment Agreement.

### **2.7.10 Roommate Mediation Process**

Interpersonal misunderstandings, tension, and conflicts seem to be inevitable for the engaged citizen. Sometimes, these things happen right at home, in our own rooms. Therefore, [Residence Life](#) sets forward this roommate-driven process to help students learn through the situation at hand, giving them tools for success in the future. The process of harmonious relationship restoration or coping can be slow, time-consuming, and frustrating. The first step is to attempt to work things out directly between roommates, using the Roommate Agreement and whatever explicit and implicit agreements were made. In situations where residents are unable to pleasantly resolve disputes on their own in this manner, Residence Life may intervene to work towards a resolution. The next step is to involve the Resident Assistant for a mediated conversation. The decision-making authority on how to move forward rests solely with the residents and the conversation will conclude with the next steps on how to live together.

If residents continue to be unable to come to a resolution on their own, Residence Life will become more involved and take some of the resolution decision-making authority from the residents and give it to the building's Residence Life Coordinator. The Residence Life Coordinator will arrange another mediated conversation and work with residents to dictate the next steps on how to live together.

Roommates who continue to be unable to come to a resolution on their own may be referred to an arbitration hearing. In an arbitration hearing, the head of Residence Life will review written statements about the case from each involved resident, the Resident Assistant who mediated, and the Residence Life Coordinator who mediated. They will then make a final resolution for the case. Possible outcomes include, but are not limited to, all residents receiving a mandatory administrative re-assignment.

Refusal to engage in any step of this process will result in re-assignments requests not being reviewed, or their case will move directly to an arbitration hearing, subjecting them to the possibility of a mandatory administrative re-assignment.

### **2.7.11 Sports**

Sports activities are to be enjoyed in sports venues, not inside the residence halls. Sports activities (including but is not limited to roller-blading, skateboarding, having water fights, bike riding, roughhousing, and playing pranks which may affect the safety and security of community members and/or damage property) are prohibited inside any space within the residence halls.

### **2.7.12 Team Room Usage**

These spaces are available to everyone, any time, without reservation. As this is a community space, we expect you to share the space and not treat a room as if it were your own personal study location. Food and drinks are prohibited in the team rooms, as is leaving personal belongings. Items left in these spaces may be thrown away or confiscated.

## ***2.8 Amenities***

Information about amenities and services in the residence halls can be found [online](#).

## ***2.9 Housing Procedures***

Policies and procedures regarding [Housing](#) facilities are below.

### **2.9.1 Abandoned Property**

Storage of personal items in common areas (hallways, team rooms, lobbies, etc.) is prohibited and such items are subject to disposal by residence hall staff. Property left in bedrooms and suites at the end of a resident's contract period (or when they are reassigned) will be deemed abandoned and become the sole property of the University, who may retain or dispose of the same without claim by the resident.

### **2.9.2 Damage Billing**

Students are responsible for the upkeep of their space, including private and common areas in the hall, and for taking out the garbage, washing their own laundry, and cleaning regularly. Consistent with check out and room condition and usage policies outlined in the Room Assignment Agreement, students will be billed for damages by [Housing](#).

### **2.9.3 Electrical Overload**

The electric voltage at DKU is 220V. Some appliances from outside China may not work even with an adapter. Plugging in such appliances can cause blown fuses, power outages, and damage to appliances. Students will be billed for damages resulting from using such appliances. Most laptops and cell phone chargers allow for 110V-240V and have internal converters.

### **2.9.4 Fire Safety in the Residence Halls**

This policy is an extension of the University Fire Safety policy. The following are prohibited in the residence halls:

- **Flammable Items:** Candles and incense with evidence of burn history, fireworks, hoverboards
- **Electronic Appliances:** Electric blankets, heaters, flat irons, washing machines, drying machines
- **Cooking Appliances:** Grills, toasters, microwaves, ovens, rice cookers, blenders
- **Any appliance over 220V or 1500W**
- **Leased Properties:** As DKU waits for the construction of Phase 2 residence halls and leases community properties, every effort will be made to collaborate with leased property management and ownership to prioritize the safety of students, employees, belongings, and the building itself. DKU will share this policy in an attempt to have a mutual understanding of which appliances are prohibited. Requests for the removal of student items from leased property management and ownership will be honored, even if the appliance doesn't otherwise violate this policy. Concerted efforts will be made to arrange a specific appliance approval process so students can enjoy wide use of appliances and leased properties can ensure safety

### **2.9.5 Flier Posting**

Posting fliers on walls in the hallways and common spaces of residence halls is prohibited. Residents may post things on their door using painters' tape, to prevent damaging the finish on the door. Whiteboards are provided for students to post any information needed. Proper decorating in residence halls is allowed under the condition that no damages or safety issues will be caused and all the decorations will be cleaned after.

### **2.9.6 Health and Safety**

Health and safety is a shared responsibility among students, faculty, staff, and campus security personnel. Appropriate levels of personal and environmental hygiene are expected to be maintained by all residents. Perishable food must be properly stored, refrigerated, and disposed of as necessary. Both recycling and trash receptacles are provided in each bedroom and near each room. Failure to keep a space in an environmentally

healthy condition will result in referral to the student conduct process. Security staff is present in each campus building. If there's any suspicious activity, be sure to report to Campus Security personnel immediately. Do not prop your room or suite doors, or any other public area doors open.

### **2.9.7 Inspections**

A weekly residence hall inspection will be coordinated by [Housing](#) to ensure cleanliness, functional facilities, and to check for health and safety concerns. Students will be notified in advance and are recommended to be present at the inspection. If a DKU staff member suspects a student to be in violation of a University and/or Housing policy, the University reserves the right to perform a spontaneous inspection without the prior notification to students.

### **2.9.8 Laundry**

Designated laundry rooms are the only place approved to hang clothes for drying. Students may also use the dryers in the laundry room.

### **2.9.9 Refrigerators**

Shared refrigerators are provided in corridors between the blocks of the Student Residence Hall. A limited number of rental refrigerators are available for within individual rooms and suites (one per suite max). To request a refrigerator, fill out the Refrigerator Request Form in [MERCURY](#), where associated cost and billing information can be found. For fire safety reasons, personally owned refrigerators are prohibited in student rooms.

## ***SECTION 3: RIGHTS AND RESPONSIBILITIES***

The Wuhan University – Duke University Cooperative Education Agreement (CEA) states “Duke Kunshan University aspires to the quality of the best international research universities. It must, therefore, operate in a manner consistent with the principles characteristic of those institutions of higher education throughout the globe. Freedom of inquiry, instruction, and expression are essential commitments in the pursuit of this aspiration and must, therefore, be animating features of Duke Kunshan University.”

The following provides a summary of the general policy concerning the rights and responsibilities of any members of the University community. Members of the University community includes students, faculty, staff, and administrators. Visitors include friends, guests, parents, alumni, 3rd party vendors and contractors, and any other individuals who are invited to campus. The responsibilities outlined below are not to be interpreted as the sole responsibilities of students. DKU is a not-for-profit, joint-venture University as a partnership between Duke University in the United States and Wuhan University in China that promotes the free expression of ideas. Our University carries a special obligation to serve as an example of respect for individuals and their ideas. It is the policy of the University to create and maintain an environment that values inter-cultural diversity, respects human dignity, and is hospitable, equitable, and tolerant of differing opinions. The University environment must be free from all forms of discrimination, harassment, and assaults, symbolic or otherwise.

### ***3.1 Rights of Students***

All DKU students will enjoy rights specified below:

- 1) All students will be active learners guaranteed the right to pursue academic topics of interest, the freedom to express their opinions and conclusions with full access to information and relevant scholarship
- 2) All students are entitled to select courses and programs of academic study according to their interests and to freely express their ideas and conclusions
- 3) All students have the right to pursue further study, with equal access to scientific research and academic and cultural exchange opportunities. They may apply for scholarships in accordance with regulations and have an equal chance to enjoy the rewards and honors of a DKU education
- 4) All students shall be awarded credit, diplomas, or degrees, as appropriate, upon satisfaction of the relevant requirements
- 5) The students and their property shall be respected, and their private information obtained through work, study, and personal exchange shall be protected according to U.S. educational practices involving student rights and privacy. Students shall enjoy health insurance in accordance with the law and the University's rules

- 6) All students shall have the right to organize or participate in a self-governing student organization and a students' association in accordance with the law and the University's rules
- 7) All students shall have the right to be informed of the developments of the University and other material issues related to their personal interest and to provide comments and suggestions to the affairs of the University
- 8) All students shall have the right to raise objections or file a grievance in relation to matters such as academic awards, discipline, and other matters that significantly affect their interests. Academic grievances should be submitted to the Dean of Undergraduate Studies. Non-Academic grievances should be submitted to the Dean of Students
- 9) Once a student is enrolled in a degree program, the University guarantees that the courses necessary to satisfy degree requirements will be offered within the period during the time ordinarily required to complete the degree
- 10) The sponsoring entities will work to ensure that the students enrolled by and registered with the University will have continuity of their education in the event of the termination of the University
- 11) **Confidentiality**
  - A) Student Health Services: Students have the right to privacy concerning their health care. All care and counseling received at [Student Health Services](#) will be kept strictly confidential, except as required by law. Students also have the right to access their medical records. In accordance with Student Health Services procedural guidelines, students may review their medical record in the presence of an authorized staff member, may receive a copy of their record, or may designate a Health Care Provider to receive a copy of their record on the student's behalf
  - B) Counseling and Psychological Services: [Counseling and Psychological Services](#) (CAPS) respects your privacy and provides confidential counseling service. Except in life-threatening emergencies, or unless required by applicable laws, your information will not be disclosed to people outside of CAPS without your permission. If you would like CAPS to share relevant information with another party, you must sign a "Release of Information" (ROI). CAPS may share information with an outside party without a signed ROI ONLY if you are at imminent risk of hurting yourself or someone else, or if you state that someone specific is in danger. Occasionally, CAPS receives telephone calls from parents about your mental health care. If you are 18 years of age or older, CAPS will not release any information to your parents (even if they know you receive services at CAPS) without your signed ROI

### **3.2 Responsibilities of Students**

Students will be subject to a code of conduct that demands academic honesty and respectful treatment of fellow community members and visitors. Violations of these standards may be subject to sanctions. Students have the responsibilities listed below:

- 1) Students are responsible for and obligated to observe and uphold the DKU Community Standard
- 2) Students shall abide by the University's academic rules and regulations to remain in good academic standing. Failure to meet these requirements may result in referral to the Academic Review Board for hearing and sanctions, which may lead to dismissal by the appropriate administrator
- 3) Students shall adhere to academic integrity and respect all other students and the faculty. Violation of these standards may subject the student to sanctions according to the relevant rules adopted by the Board of Trustees of the University
- 4) Students are obligated to comply with Chinese laws and regulations
- 5) Students are responsible to meet all financial obligations
- 6) Students must observe non-academic rules and regulations, including accepting responsibility for behavior that is disruptive or threatening to the safety of themselves and/or others. Failure to meet these requirements may result in referral to the [Student Conduct Process](#), which may lead to sanctions up to and including dismissal by the appropriate administrator

### **3.3 The Right to Free Expression**

The right to free expression must be fiercely guarded and genuinely embraced. Those who exercise these rights must serve the University community by accepting the responsibilities to uphold the right of free expression. Any member of the University community who wishes to express their ideas may distribute printed material, offer petitions for signature, and make speeches, bearing in mind the following responsibilities:

- 1) All such activities on campus must be lawful and peaceful, avoiding acts or credible threats of violence and preserving the normal operation/academic mission of the University



- 2) No event will infringe upon the rights or privileges of anyone, not in sympathy or agreement with it, and no one will be permitted to harm others, damage or deface property, block access to University buildings, or disrupt classes. The enforcement of these conditions will not depend in any way on the message/sponsorship of the act/event
- 3) The University and campus organizations that sponsor guests to the campus are expected to uphold the University's educational mission by planning carefully to create safe and thoughtful experiences for those involved. Hosts are responsible for the behavior of their guests and should exercise due care to ensure that all participants abide by relevant Chinese laws and University policies
- 4) When guests are invited by a recognized campus organization, they may express their ideas not only because they have a right to do so, but also because members of the campus community have a right to hear, see, and experience diverse intellectual and creative inquiry. Defending that right is a fundamental obligation of the University
- 5) The disruption or unreasonable interference with the workings of the University's regular processes of education, administration, or service will not be tolerated. The orderly and respectful presentation of concerns is encouraged, and dialogue is the University's preferred means of consideration and the exchange of ideas
- 6) No individual, group or organization has the right to disrupt or interfere with the functioning of the University or the rights of other members of the community, no matter how sincere their moral intention or how strong their conviction
- 7) Consistent with the laws of the People's Republic of China, organized protests and demonstrations may be allowed in off-campus public areas only with a valid governmental permit having been obtained in advance. If permitted, all such activities must also be lawful and peaceful, avoiding acts or credible threats of violence and preserving the peace of the off-campus community at large

### **3.4 Student Complaint Process**

#### **3.4.1 Introduction**

A student complaint is defined as a grievance against staff, faculty, administrator, or entity (food services, operations, etc.) for which a student seeks resolution. The complaint process is divided into an informal and formal process. DKU asks that, when possible, you make every effort to resolve a complaint informally before seeking to address it formally. This process is initiated by the student who will receive support and information during each of the steps that may be involved throughout the process. Complaints should be filed as soon as possible and no more than 90 days after the incident occurs. Please see the information below for further details. If you have any questions, please contact [Student Conduct](#). Examples of this process can be found in the [Appendices](#).

#### **3.4.2 Informal Complaint**

DKU asks that you first make every effort to informally resolve a complaint or concern. It is important that you talk directly with the staff, faculty, or administrator with whom you have a complaint in order for them to have an opportunity to hear your concerns and work with you to resolve the issue. As a professional courtesy, you are advised to:

- Contact DKU employees by phone or email to schedule an appointment
- Be clear about what your concern is and how you would like the issue resolved

If your complaint or concern has not been resolved to your satisfaction or you are uncomfortable doing so on your own, you may move into the Formal Complaint process listed below. If you have questions or would like assistance with this process, please contact [Student Conduct](#).

#### **3.4.3 Formal Complaint**

To submit a formal complaint, you must use the DKU Community Student Incident Report [online](#) and submit as a "General Complaint" under the "Nature of Incident/Policy Violation" section. If you would like to discuss your complaint before submitting it, please contact [Student Conduct](#).

After your complaint has been submitted online, it will be received and reviewed by [Student Conduct](#) staff, who will review it and forward it to the correct faculty or staff member's direct supervisor or manager within five business days. At that point, the corresponding direct supervisor or manager should reach out to you within two business days to have a conversation about your complaint or concern and/or provide information regarding the next steps of

the process. You may be asked for additional information, if necessary. Please allow for a minimum of fifteen days for the resolution of the complaint or concern to take effect.

### **3.4.4 Appeal**

If your complaint or concern has not been resolved to your satisfaction after the minimum 15 days, you may appeal to staff or faculty's direct supervisor or manager through the complaint process explained below. To appeal a decision made by the staff or faculty direct supervisor or manager with whom you worked to resolve your complaint or concern, please contact [Student Conduct](#), stating your desire to appeal the current decision and providing the following information:

- Brief outline of the steps you have taken toward resolving the issue
- Decision given by the staff or faculty direct supervisor or manager
- Reason for appealing this decision
- Possible solution(s) you see to the issue
- Contact information (phone, email, etc.)

After your email request, an appeal has been submitted, you will receive a notification via your DKU email account that it has been received within three business days. You will be notified of the next steps in the process and be given information as to who will contact you in the near future. The Formal Process and Appeal process will then be repeated with the next level of the staff or faculty member's direct line supervisors or managers. Depending on the levels of supervision within the staff or faculty member's direct line manager, complaint appeals will involve upper-level University leadership. Decisions made by the upper-level University leadership are final and cannot be appealed. If you have any questions or would like assistance with any portion of this process, please contact [Student Conduct](#).

## ***SECTION 4: UNIVERSITY POLICIES***

All University policies listed here—in addition to others listed on official DKU publications and/or the university's official website—apply to the gated main campus at No. 8 Duke Avenue and any other buildings or areas owned, rented, leased, or operated by the University. This includes the Blue Oasis Student Center, Department Offices in KSTEP, and—until Phase II of the DKU campus opens—various hotels and physical education venues in the Kunshan community.

### ***4.1 Advertisements***

#### **4.1.1 Banners**

Banners on the exterior or interior of buildings must be approved in advance by [Athletics](#) for sports venues or [Campus Services](#) for all other spaces.

#### **4.1.2 Chalking**

Chalking is prohibited on any surface.

#### **4.1.3 Posters, Announcements, and Bulletin Boards**

The following is a checklist of the designated procedures to post notices on the University's bulletin boards, building doors, containers, light posts, trees, and sidewalks:

- 1) Posters/flyers must provide information regarding student activities, give information of an academic nature, make announcements pertaining to the business of the University, or supply information to members of the University community regarding available campus services or products
- 2) Posters/flyers must state the name of the sponsoring organization, business, department, or person responsible
- 3) As appropriate for the surface, staples, thumbtacks, magnets, masking tape, or transparent tape may be used to attach posters/flyers to approved bulletin boards or posting areas. The use of glue, nails, duct tape, or any other heavy-duty tape is prohibited
- 4) Posters/flyers must never be attached to doors, windows, trashcans, entryways, exteriors of buildings, interior walls, stairway railings, floors, benches, or ceilings nor may they be placed on the windshields of parked automobiles or sidewalks



- 5) Posters/flyers may NOT be attached or affixed to any tree or utility pole
- 6) Posters/flyers (and the fasteners used to attach them) must be removed within three days after the advertised event
- 7) All posters/flyers may be periodically removed from bulletin boards as part of routine maintenance

## 4.2 Alcohol

### 4.2.1 Philosophy

DKU respects the choices of those who consume alcohol within reasonable and legal bounds and those who avoid it altogether. But, because the consumption of alcohol can impair an individual's judgment and lead to behavior that compromises the security and comfort of one's self and others, this policy aims to limit those negative consequences to sustain a positive, livable, learning environment on campus. In order to sustain that environment, students remain accountable to all University policies even when drinking. Intoxication does not serve as an excuse for violating any University policies or any laws or regulations of China. Respect is the foundation upon which the University bases its General Alcohol Policy as outlined in the following areas:

- **Respect for Oneself:** Those who choose to drink must never do so in a manner that leads to personal harm, injury, risk, and/or danger to themselves
- **Respect for Others:** Intoxication may cause inappropriate behavior and does not excuse an individual from personal responsibility. Anyone choosing to consume alcohol must refrain from drinking to a level where the rights, safety, and well-being of others might be endangered
- **Respect for Property:** Each individual will be held responsible for any damage done to University property and the property of other students, staff and faculty members while under the influence of alcohol

It shall be a violation of this Alcohol Policy and/or the laws and regulations of China to engage in actions as a result of the consumption of alcohol that are disruptive to the community on campus and/or at University sanctioned events, activities, and/or trips off-campus. Such behavior includes, but is not limited to:

- Verbal or physical harassment of another person(s), or sexual misconduct
- Exhibiting disorderly conduct, damaging property, and/or fighting
- Noise disturbance(s)
- Littering
- Running away or hiding from University or public officials, including law enforcement
- Vomiting and/or urinating in public
- Operating vehicles, bikes, e-bikes, skateboards, or any other form of transportation under the influence of alcohol

It must be noted that the laws and regulations of China will not exonerate a person's misconduct only due to his or her alcohol intoxication state.

In addition to student conduct sanctions, as the circumstances warrant, the University may elect to:

- 1) Implement educational, administrative, medical, counseling, or a combination of interventions. It may also choose to contact the emergency contacts of students who have violated the University Alcohol Policy or may elect to involve local law enforcement agencies
- 2) Conduct a confidential, anonymous campus-wide survey of use and/or abuse of drugs, other illegal substances and alcohol
- 3) The University may also choose to refer to local law enforcement authority for criminal investigation and/or administrative penalty for public security
- 4) The University may take reasonable and legal protective measures to restrain an intoxicated student who may cause danger to himself or herself and/or threatens another person's personal safety or property or public safety until the student sobers up

### 4.2.2 General Student Alcohol Policy

It is the policy of DKU to recognize the importance of the health and safety of the University community, including its students, especially as it relates to the use, possession, distribution, or consumption of alcohol (or other intoxicating substances). DKU expects its students will abide by policies and laws with respect to the use, possession and consumption of alcohol. With this purpose in mind, students must act responsibly and in accordance with this Alcohol Policy.

- 1) Students who are under 18 years old are NOT allowed to possess or consume alcohol

- 2) Students, who are at least 18 years of age, are permitted to possess only alcohol with a 12% Alcohol by Volume (ABV) level or less in DKU buildings and designated residence halls. Any alcohol above 12% ABV is prohibited regardless of the student's age. It is the responsibility of the students to ensure any alcohol they possess, consume, or distribute is allowable and University officials reserve the right to check containers and confiscate unallowable alcohol, and the students must fully cooperate with such inspection. Alcohol must be stored in the original containers that clearly list the ABV
- 3) No alcohol will be served at the Blue Oasis Student Center
- 4) Alcohol may not be consumed in any public areas of the University except on approved sponsored events
- 5) Guests of residents, regardless of age, may not bring alcoholic beverages into university residence halls
- 6) **Residence Life:** Alcohol is prohibited in first-year residence halls and the entire Canadian International School of Kunshan (CISK). Alcohol is permitted, at a limit of 6 per resident, in upperclassmen facilities and areas specifically designated for graduate students
- 7) **Sponsored Events:** DKU administrative and academic departments/personnel may host events where alcohol is served to students
- 8) **Formal and Informal Settings:** Faculty and staff members are expected to use sound judgment, which includes compliance with laws and regulations of China, in formal and informal settings with students involving alcohol. The General Student Alcohol Policy applies to on and off campus locations, including faculty and staff homes when hosting or participating in DKU affiliated functions. Faculty and staff who serve alcohol to students have the obligation to ensure that all students who are served alcohol are at least 18 years of age. The students must cooperate with the faculty and staff to provide valid proof of their ages. DKU strongly recommends that faculty and staff that serve alcohol to students do so in the presence of another faculty/staff member
- 9) **DKU Outings:** When students are participating in University-related outings (for example, retreats, outdoor recreation activities, field trips, symposiums, conferences, dinners, athletic trips, etc.) only those students 18 years or older who have the express and prior approval of their University sponsor may purchase, possess, be served, or consume alcohol, and only at dining establishments that are approved vendors to sell alcoholic beverages. During such an outing, under no circumstances is alcohol allowed in vehicles, lodging, or other locations. Binge drinking and/or disruptive behavior due to intoxication is strictly prohibited and will be referred to the student conduct process
- 10) Students or organizations that furnish alcoholic beverages to underage students or visitors will be subject to the student conduct process and potentially legal proceedings
- 11) Any act that causes others to involuntarily or unknowingly consume alcohol is prohibited
- 12) Public intoxication is prohibited. Generally, a person is considered intoxicated if that person has consumed alcohol and is disrupting or disrespecting others, or potentially poses harm to himself or herself or others
- 13) University clubs and organizations must abide by club/organizational policies and procedures regarding catering and event management
- 14) Good Samaritan Policy – When a student contacts University officials or other helping professionals out of concern for the health and safety of another student, staff or faculty member, none of the students present (including the intoxicated student) will be considered for Alcohol Policy violations for a specific incident. However, repeat offenders and abusers of the policy may be referred to the student conduct process

To report any incidents related to alcohol and/or understand how to support fellow students in need, please refer to the [Good Samaritan Policy](#).

### **4.3 Animals**

Absolutely no animals of any kind are allowed in any university building. Service animals are permitted for people with disabilities as long as they have been registered with the [Student Accessibility Services Office](#).

### **4.4 Bikes and Motorized Vehicles**

Bicycles and motorized (electrical or fuel-propelled) vehicles are not permitted to be stored anywhere inside University buildings. On the east and west side of the Student Residence Hall, enclosed storage spaces are available to store bicycles and electrical bikes. There is a charging station for electrical bikes. Cycling and vehicle use on the walkways over the pond is prohibited. Bicycles and motorized (electrical or fuel-propelled) vehicles may only be on used on proper roadways on campus.

### **4.5 Campus Communication**

Email is the official university method for correspondence and communication at DKU regarding academic, student, and administrative affairs. While WeChat or any other messaging systems may be used to distribute information, these do not serve as official methods of communication at the University. All members of the DKU community must read their email regularly.

## **4.6 Campus Safety**

In the event of a campus emergency, keeping students safe, protecting the safety of other community members, and maintaining essential operations and information are the University's top priorities. In the event of a healthy/safety situation or a campus emergency, members of the University will be sent information and/or alerts via, but not limited to, e-mail, outdoor warning systems, and text messages. All university constituents are required to keep their contact information up to date and comply with any requests or requirements set forth by university leadership.

### **4.6.1 AED Defibrillators**

Every building in the school is equipped with AED defibrillator. If a person is found to be in shock, the person that finds them should shout for help and dial 120 to ask for the first aid kit and AED. Turn on the AED and follow the voice prompt for defibrillation first aid.

### **4.6.2 Campus Epidemic Prevention**

During the period of campus epidemic prevention, students should submit daily health reports every day, present their DKU health code to enter the campus, keep social distance in the school, and avoid personnel gathering. Pay attention to the latest epidemic prevention guidelines provided by the campus epidemic prevention team.

### **4.6.3 Delivery**

Delivery workers are not allowed to enter the campus. Please fill in the takeout address of the north or west gate of the school and pick up the take-out from the take-out rack of the north at the respective gate. The school is not responsible for investigating lost or wrongly taken take-out. Please pick up the express at "jinlinbao" work point which is at the east side of the Student Residence Hall. Please dispose of take-out boxes and packages appropriately.

### **4.6.4 Elevator Security**

It is not allowed to use the elevator when the elevator is in maintenance. It is forbidden to use the elevator across the notice board. It is not allowed to overload, pull the door, rely on the door, and open the safety window and other behaviors. It is forbidden to use the elevator in case of fire. In case of emergency, press the emergency button to get in touch with the central control room, and the personnel in the central control room will arrange for rescue. If the emergency button is broken, you can call 0512-36657083 to contact the central control.

### **4.6.5 Lab Safety**

Students studying or working in the laboratory should follow the relevant laboratory safety regulations. The volatile inflammables should be handled using the fume hood. When turning on/off electrical equipment, the switch must be fastened or pulled properly to prevent the situation that it seems to be connected but not connected. Before using any instruments and equipment, students should have read and understood the user manual. If the electrical equipment overheats, the power supply should be cut off immediately. Residual wastes should be properly disposed according to relevant regulations. Ensure that the safe passage is unblocked, and do not store articles to hinder the safe passage.

### **4.6.6 University Gates**

DKU Phase 1 campus has three gates: North Gate (Chuanshi Road), South Gate (Duke Avenue), and West Gate (Wuhan University Road) for students to enter and leave. Doing so elsewhere is prohibited.

## **4.7 Computing Resources**

The misuse of computer facilities and/or resources such as unauthorized entry into and/or transfer of a file for any purpose, use of another person's identification or password, use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community, interference with the normal operations of the University, and violations of copyright laws are violations of the computing resources policy.

## **4.8 Disorderly Conduct**

Disorderly conduct is contrary to the mission of the University and will not be tolerated throughout and beyond the DKU campus. Disorderly conduct is defined as:

- Any unreasonable or reckless conduct by an individual or group that is inherently or potentially unsafe to other persons or their real or personal property and/or
- Any behavior by an individual or group that disrupts the peace or interferes with the normal operation of the University or University-sponsored activities and/or
- Any lewd, disruptive, indecent, aggressive, or obscene behavior (verbal or gesture) at a University-related event/activity or directed toward or interfering with regular University operations or the general comfort, safety, security, health or welfare of members of the University

Disorderly conduct includes, but is not limited to reckless car/skateboarding/rollerblading/bike/e-bike driving, interrupting, impeding, and/or interfering with the carrying out of the duties of a University or public official, including law enforcement, vomiting and/or urinating in public, and indecent exposure.

## **4.9 Drugs**

Possession, consumption, manufacture, distribution, sale and/or being under the influence of illicit drugs is strictly prohibited on the entire campus of the University and other University-related activities and occasions. Students using or otherwise involved with drugs in violation of University policies are subject to disciplinary actions and sanctions, in addition to any action taken by the local law enforcement authority. Any prescription medical drugs being taken should have a doctor's prescription reference to be allowed on campus. Any over the counter medication is allowed when taken as prescribed. To report any incidents related to drugs and/or understand how to support fellow students in need, please refer to the [Good Samaritan Policy](#).

## **4.10 Emergency Payment on Student's Behalf**

A student in a medical or mental health emergency/crisis assumes all personal costs associated with the incident. It is conceivable that the University may incur a financial cost responding to a student in a medical or mental health emergency. A student who receives temporary financial assistance during a medical or psychological emergency or crisis is expected to pay back the University immediately. The amount related to assisting and/or triaging the incident will be billed to the student's Bursar account. Unpaid balances may prohibit class registration and lead to being administratively withdrawn from the University.

## **4.11 Failure to Comply**

A student or group may be held accountable for failure to comply with:

- Directions, requests, or orders of any university representative or body acting in an official capacity, or impeding with the carrying out of such directives; including, but not limited to, an official summons to the office of a university official at a designated time
- Not communicating with or responding to a university official acting in an official capacity; including, but not limited to, email, in person, or other official means of communication
- Billing due dates and maintaining a balance on your Bursar bill
- Instructions of law enforcement officials acting in an official capacity
- Not presenting a valid ID card or properly identify oneself when entering campus, a residence hall, or when requested to do so by any authorized staff member
- Specified protocols and policies for protected research data
- Sanctions rendered during the disciplinary process

## **4.12 Falsification/Fraud**

Any fabricated or fraudulent act that interrupts or interferes with the academic, co-curricular, or enrollment functions of DKU. This includes, but is not limited to, providing false information, using distortions, misrepresenting of information, forgery, alteration or misuse of University documents such as an ID card, access card key, an unauthorized duplicate of a key, or identification instrument and misrepresenting oneself to be an authorized official of the University or its auxiliary services.

## **4.13 Fire Safety**

### **4.13.1 Fire Alarms**

Failing to evacuate if the fire alarm system is activated, including routine fire drills (each semester) is prohibited. Causing a fire or triggering a false alarm is prohibited.

#### **4.13.2 Fire Safety Equipment**

Misuse of and tampering with fire safety equipment (e.g., extinguishers, sprinklers, detectors, etc.) is a serious offense and is strictly prohibited. Inspections are conducted periodically by University Operations staff in the residence halls, classrooms, offices, suites, and public areas.

#### **4.13.3 Impeding Egress**

Leaving items in the hallway in a manner that impedes egress is prohibited.

#### **4.13.4 Open Fires**

Open fires, including bonfires and/or BBQ cookers, are generally prohibited on the DKU campus. Events that may involve open fires must be approved by the Senior Director of Operations and Environmental Health & Safety. Students, faculty, and/or staff who either provide or contribute materials to burn or who ignite or attempt to ignite flammable materials will be considered in violation of this policy. Such actions may violate the law and may result in a citation for unlawful burning. Students can store cooking appliances in the Student Residence Hall kitchen, which is available for public use by DKU community members.

#### **4.14 Gambling**

Gambling is strictly prohibited. A person is gambling if they operate, play, or bet at any game of chance at which any money, property, or other items of value are bet. Poker nights and casino games are permitted only if no admission is charged, no buy-in is required, and no real money is wagered. Raffles of any kind, including those sponsored by student groups are also prohibited unless they meet the poker nights and casino games permitted conditions above.

### ***4.15 Good Samaritan Policy & Reporting Incidents Related to Alcohol and/or other Drugs***

#### **4.15.1 Good Samaritan Policy**

In cases of a medical emergency or crisis, DKU students are expected to care for others in the DKU community by seeking help from appropriate University staff members or other helping professionals. The Good Samaritan Policy is in place to ease concerns and eliminate any reason for hesitation that DKU students may have in seeking help for others should an emergency or crisis arise.

In any situation involving danger to the health or safety of others who are part of the DKU community, students are expected to take appropriate actions to protect life and health, regardless of the potential for being found responsible for violations of policy involving alcohol or drug use. This means that no formal University disciplinary actions or sanctions will be assigned for violations of University standards of conduct involving alcohol or drug use by the reporting and intoxicated student(s) that occurred at or immediately before the time of the incident. The incident will still be documented, and educational outcomes may still be required. Other violations of handbook policies do not fall within the scope of this policy. Student Affairs staff reserves the right to forgo this policy when cases are considered extreme. The University also reserves the right to refer the incident to local law enforcement authority for criminal investigation and/or administrative penalty for public security, if there is any violation of PRC laws and/or regulations in such incident.

Students who abuse the protections of this policy will not be able to claim the benefits of the policy. Students who fail to take appropriate action in situations involving danger to the health or safety of others who are part of the DKU community remain liable for violations of handbook policies.

#### **4.15.2 Good Samaritan Policy FAQs**

##### **Q. How do I help a friend who I feel requires medical attention?**

The best option when you feel someone requires medical attention is to seek help. Remember the three steps to comply with the policy:

- 1) **Get Help:** Contact the [Campus Emergency Hotline](#) at (0512) 3665-7110, the [Local Police](#) at 110, or an [Ambulance](#) at 120. You can also call Student Affairs staff during the day, [Residence Life](#) any time (to get a full time staff member during business hours or instructions for contacting the [Resident Assistant on Duty](#) outside business hours), or other University staff to report the incident
- 2) **Stay With the Individual:** Until emergency help arrives, do not leave the individual alone

- 3) **Follow Up Afterward:** You are expected to meet with appropriate University officials after the incident and cooperate with any University investigation

**Q. Will I still get in trouble if I have been drinking if I call for somebody else?**

No formal University disciplinary actions or sanctions will be assigned to the reporting student(s) for alcohol violations relating to the incident. The incident will still be documented, and educational outcomes may be required as a condition of there being no disciplinary sanctions. This policy does not prevent action by police, legal authorities nor does it protect a reporting student from potential criminal or civil liability. Student Affairs staff reserves the right to forgo this policy when cases are considered extreme.

**Q. Do I have to reveal my own identity if I call on behalf of another student?**

Yes, reporting students are expected to provide identity (name, contact info, etc.) to assist in avoiding false reporting of incidents.

**Q. Will the University protect me from retaliation by the students who are caught as a result of my reporting?**

Yes, students will be protected against retaliation as per our [policy](#).

**Q. Can the policy be used for multiple people?**

Yes, it can be applied to multiple people in one incident. It is intended to encourage students to make the right call for all individuals who need medical attention.

**Q. Is there a limit to the number of times the policy can be utilized?**

Students are encouraged to look after their friends and peers and are expected to take responsible actions at any time they are necessary. Seeking help for others in order to obtain the protections of the policy, when there is no good-faith basis for doing so, is not permitted. This means that repeat offenders will not be protected under the benefits of the policy.

#### **4.15.3 Reporting Incidents**

Students who have concerns about their personal possession, consumption, distribution, or being under the influence of alcohol, drugs and/or other illegal substances, or students who are concerned about a friend's possession, consumption, distribution, or being under the influence of alcohol, drugs and/or other illegal substances are encouraged to seek guidance through [Student Health Services](#) and/or [Counseling and Psychological Services](#).

Any member of the University community who feels that a student's possession, use, or distribution of alcohol, drugs and/or other illegal substances places that student or the University community at risk, and who wishes the University to intervene is encouraged to report the situation to a trusted administrator or faculty member. You can also file an Incident Report online at <https://dukekunshan.edu.cn/en/student-life>. When a report of possession, consumption, and distribution of alcohol, drugs and/or other illegal substances is made, the University will strive to protect the anonymity of the person reporting the matter but cannot guarantee that anonymity will be preserved in all cases. However, DKU will cooperate with the authorities as expected by Chinese Law.

#### ***4.16 Involuntary Hospitalization***

In accordance with the law, those with suspected mental disorders and attempt to hurt or have hurt themselves or others will be sent to the hospital by the police for immediate assessment and diagnosis. For involuntary hospitalization, DKU needs consent from a student's legal guardian. It is strongly preferred that student consent is received before contacting their legal guardian. In a crisis, and with the approval of the Executive Vice Chancellor, DKU may forgo obtaining consent from a student and/or legal guardian.

#### ***4.17 Missing Student***

The University will enact the following procedures if a student is determined to be missing. A student is considered missing if they are reported to appropriate University officials as such and they have been unreachable for 24 hours or more. If a member of the University community believes a student is missing, they should report it to the [Residence Life](#). Reporting parties are also encouraged to immediately notify the [Campus Emergency Hotline](#) or the [Local Police](#) if circumstances of criminality or safety are determined to be involved. A search for the student will be conducted. If 24 hours elapse after the initial report, the student's emergency contacts and the local police will be



notified by the University. The University reserves the right to file a report for a time period less than 24 hours if warranted.

#### **4.18 Political Activity**

DKU students, faculty, and staff must abide by the laws of China. Accordingly, they must not engage on campus in political activities that violate China's laws and/or regulations. Such prohibited political activity is defined as the organization of and/or participation in an individual or group event that intends to, or incidentally, contradicts or incites defiance of China's Constitution, laws, and/or regulations.

#### **4.19 Protests and Demonstrations**

DKU supports open discussion and the exchange of ideas. However, protests and demonstrations are not permitted in any area of the campus. All organized protests and demonstrations held off-campus and in public areas are required to obtain a valid governmental permit in advance. If permitted, such activities must be lawful and peaceful, avoiding acts or credible threats of violence and preserving the peace of the off-campus community at large. If informed of or having knowledge of protests and demonstrations that have not been approved in advance by Chinese authorities, DKU will, in accordance with the law, take steps to attempt to dissuade or deter organizers and other individuals from proceeding with such activities.

#### **4.20 Psychological or Physical Evaluation of Health; Withdrawal for Psychological or Medical Reasons\***

This policy intends to be helpful to a student(s) who cannot function effectively at DKU because they pose a risk to him/herself or infringe on the rights of others. This policy also provides mechanisms by which a student may continue toward the completion of his/her academic goals, if not immediately, then in the future.

- There are occasional circumstances in which a student's psychological or physical condition must be addressed by the University. The student generally will be referred for a medical and/or psychological/psychiatric assessment and recommendation regarding the student's ability to remain or continue in school. The results of that assessment will assist the University in determining if and how the student will continue in or return to classes and his/her place of residence on campus or at a University-owned or leased building
- The student may be allowed to continue or return if he or she agrees to take the recommended therapeutic steps. If the student refuses to take such steps, or if the disruptive, dangerous, or otherwise unacceptable behavior continues, the University may act to withdraw the student from classes. For instance, such action could occur, if, in the judgment of the University, the condition is such that the student could not reasonably be accommodated in the academic program or in the residence halls; or if the student was a threat to themselves and/or others; or was seriously disruptive to others or to the University community
- In such circumstances, the parents/guardians of the student and appropriate University officials with a need to know may be notified because of the potentially serious nature of the situation. Questions regarding this policy may be addressed to the Dean of Student Affairs, CAPS, or Student Health Services staff. All information pertaining to such cases shall be treated with extreme professional discretion and the utmost concern about student privacy

\*Refer to the Academic Bulletin for typical LOA policy scenarios, which can be found in the DKU Undergraduate Studies website at <https://undergrad.dukekunshan.edu.cn/en/what-to-study>.

#### **4.21 Recording (Audio or Video) and/or Broadcasting**

No recording, either audio or video, is allowed to record comments and dialogues that occur during classroom sessions or at any other type of meeting that occurs on the DKU campus unless given express permission to do so by the instructor and/or organizer in charge. Thus, no DKU community member is allowed to use the web in all of its forms, including blogs, email, and social media, to identify and broadcast comments made or opinions expressed by faculty, staff, or students without their express permission. DKU community members violating this policy may be subject to DKU discipline actions, sanctions, or potential legal proceedings.

#### **4.22 Religious Activity**

The University respects all ethnic customs and religious faiths. In accordance with regulations from China's Ministry of Education, however, the University adheres to the principle of separation of education and religion. Therefore, no

organization or individual may conduct religious activity publicly on campus. The University fully supports those students who wish to take part in religious gatherings and customs at recognized places of worship in Kunshan and the wider China region.

### **4.23 Residence Permit Validity**

International students should pay attention to the validity of their residence permits and entry visas and make proper arrangements for extensions if necessary. The overdue fines caused by the expiration of the validity of residence permits or entry visas should be borne by the offender.

#### **4.23.1 Loss or Change of Passports**

International students should report the loss or change of their passports to the Kunshan Exit-Entry Administration Bureau and the Office of Student Affairs, and contact your country's consulate to apply for a new passport.

#### **4.23.2 Renew Residence Permit for Internship**

International students shall renew their resident permit for an internship at Kunshan Exit-Entry Administration Bureau (address: Counter 77/78, Building A2, No.1801, West Qianjin Road) before they can start the internship.

#### **4.23.3 Withdraw of LOA (Leave of Absence)**

If a student plans to withdraw or apply for a Leave of Absence (LOA) of his study at DKU, he/she should obtain an Application Letter to contact Office of Student Affairs and have his/her residence permit canceled at the Kunshan Exit-Entry Administration Bureau before he/she leaves DKU. Otherwise, the university will report him/her to the Kunshan Exit-Entry Administration Bureau and he/she will bear all of the consequences.

### **4.24 Skateboarding and Rollerblading**

DKU is not liable for any injuries occurring as a result of skateboarding or rollerblading on campus. Skateboarding or rollerblading is prohibited inside of any DKU facilities and on the walkways over the pond. The use of these items in prohibited areas may lead to their confiscation.

### **4.25 Smoking**

Smoking is harmful to your health and is prohibited in campus buildings. Smoking is limited to a small number of outdoor areas with identified signage. Most designated smoking areas are not near entrances to buildings or frequently traveled pathways. Smoking devices, including but not limited to vaporizers, pipes, bongs, and hookahs, are not permitted in the residence halls, common spaces, and classrooms.

### **4.26 Solicitation**

Unauthorized solicitation, recruitment for membership, subscription, or commercial sale of products, services, or tickets is prohibited. For authorization, contact the [Office of Student Affairs](#).

### **4.27 Student Gatherings within the Campus re: Controversial Issues**

DKU seeks to foster an environment that promotes critical thinking and the exchange of ideas and concepts. Students seeking formally to organize campus events on contemporary social and political issues outside of the classroom must first file a "request for approval" form 72 hours in advance with [Campus Engagement](#). Event approvals will be determined by DKU officials. Requests must include purpose, time, schedule, location, size and the name of the person in charge and his/her contact information. Events must occur only within the campus, and no media or other non-DKU participants will be allowed to participate. Consistent with existing policy, no video or audio recordings will be permitted. Events must not:

- Engage in hate speech or incite violence
- Disrupt or interfere with the academic programs and/or administrative processes of DKU
- Damage the property of DKU and/or the property of students, staff and faculty members of DKU
- Violate any laws or regulations of China

Approval and/or recommended modification is at the sole discretion of DKU. If no approval is granted, DKU may, in accordance with the law, dissuade or deter organizers and other individuals from proceeding with the gathering.

### **4.28 Student ID Cards**



University student ID cards are the property of the University and should be returned to [Campus Services](#) if found. They are programmed to access different buildings, including residence hall rooms, Library IT, and dining. Making copies of these key cards or using someone else's is strictly prohibited. Lost student ID cards should be reported through the Report Maintenance Issues in MERCURY. Replacement cards cost will be deducted from the student's campus deposit balance by the end of each academic year. Student ID cards must have clear photos so the card can be used for correctly identifying the community member.

## **4.29 Student Lockers**

Lockers in the Academic Building are available for the daily-use of all students, while students who are not living on the main campus can use semester-based lockers. Semester-base usage lockers can be reserved through [Campus Services](#). Due to limited availability, they're used on a first come first served basis and/or when required due to special circumstances. Semester-based locker access should not be transferred to anyone. Perishable food should not be stored in the locker; students will be referred to the Student Conduct Process for storing items prohibited by University policies. The University is not responsible for lost, stolen, or damaged items. Any repair, damage, or cleaning fee will be charged to the student when determined to be their responsibility. Students must empty any lockers being used by the last day of exams. The University reserves the right to discard or recycle all personal items not removed without compensation or any liability to students.

### **4.29.1 Day Use Lockers**

Location: Academic Building Level 2 Stair 06 next to AB Auditorium

Number of Lockers: 80

Type: intelligence locker used with DKU ID card

Size of Locker: 25x45x35cm & 25x45x74cm

### **4.29.2 Long-Term Lockers (Semester-Based Usage)**

Location: Academic Building Level 1 Stair 05 next to AB Auditorium

Number of Lockers: 68

Type: combination lock

Size of Locker: 45x30x90cm

## **4.30 Student Medical Preparedness**

### **4.30.1 Accident Insurance**

All students are covered by the accident insurance purchased by the university upon their arrival on campus.

#### **4.30.1.1 Citizens of the People's Republic of China (Chinese mainland) Only**

Chinese mainland students are covered by the Accidental Insurance Plan at no extra cost to the students. Chinese mainland students are strongly recommended to purchase and enroll in the Social Insurance Plan from Kunshan. The insurance fee is charged at the rate of the Kunshan Social Insurance plan and students are enrolled from January 1 to December 31 on an annual basis. Coverage includes general out-patient, out-patient special illness, and in-patient medical care. Students withdrawing from the University for any Reason during the academic year will not receive any refund for their insurance. More detailed information about coverage and reimbursement procedures is introduced during orientation.

#### **4.30.1.2 Hong Kong, Macau, Taiwan Students Only**

Students from Hong Kong, Macau, and Taiwan (HMT) are covered by the Accidental Insurance Plan at no extra cost to the students. HMT students are strongly recommended to purchase and enroll in the Social Insurance Plan from Kunshan. Coverage includes general out-patient, out-patient special illness, and in-patient medical care within the Kunshan area. HMT students also have the option to purchase and enroll in the international students' medical health insurance. More detailed information can be found on the [Pre-Arrival and Orientation](#) page.

#### **4.30.1.3 International Students Only**

All international students are required to be enrolled in a medical health insurance plan. DKU offers sponsored plans. Additionally, students can apply for a waiver if they can provide proof, in English, of existing coverage for inpatient and outpatient treatment in Chinese mainland. When students participate in the study abroad program, they need to abide by the student medical health insurance policies of their host

institutions. Additionally, all international students are required to enroll in a DKU group member plan with International SOS (ISOS). ISOS is a medical assistance and travel security services company.

#### **4.30.2 Physical Examination and Immunizations**

All students will be required to undergo a physical health examination in the Orientation Week.

International students would go through the examination in the local Quarantine Bureau, whose report would also be used as the supporting document for the application of their residence permit. International students are required to receive certain immunizations before coming to China. [Student Health Services](#) will send out specific requirements and collect supporting documents in the pre-arrival round. The [Center for Disease Control](#) (CDC) website provides general guidance on the health precautions and specific considerations for individuals traveling to China from different parts of the world.

Chinese students would go to the third-party vendor for the examination. Additionally, Chinese students will need to complete a psychological health questionnaire shortly after arrival on campus, carried out by [Counseling and Psychological Services](#).

#### ***4.31 Unauthorized Surveillance or Photography***

Capturing or recording audio, video, or photographic images of an individual in a location or under circumstances in which that person has a reasonable expectation of privacy, including but not limited to shower/locker rooms, residence hall rooms, and restrooms, is prohibited. Also prohibited is the storing, sharing, and/or other distribution of such unauthorized surveillance/photography (no matter whether directly or indirectly obtained) by any means, electronic or non-electronic.

#### ***4.32 University Property***

The theft, sale, unauthorized entry, presence in, access to, misuse of, vandalism, damage, or destruction of University property is prohibited.

#### ***4.33 Use of University Facilities***

DKU facilities are to be used for their intended or approved purposes. Should a student or group of students or other persons be found not using a university facility as intended, they may be referred to the student conduct process. In addition, the University administration has the right to control access to and use of designated institutional facilities. If—in the judgment of an official administrative officer of the University, a member of the faculty, or a student leader having authority by an administrator or faculty who has responsibility for a particular activity—a student, a group of students, or other persons are interfering with the rights of other individuals or groups, said university individual has the right to ask the student or group of students to leave the room, hall, or building. Refusal of a student or group to comply after being warned will be considered sufficient bases for referral to the student conduct process, subject to the defense that the order to leave was unreasonable or beyond the authority of the person involved.

#### ***4.34 Water Safety***

Horseplay near and in the water reserves on campus is strictly prohibited. Activities such as, but not limited to, cycling, blading, skateboarding, scootering, etc. are prohibited on the walkways over the pond. The use of these items in prohibited areas may lead to their confiscation. Please be cautious when walking on the water walkways on campus.

#### ***4.35 Weapons***

The University specifically prohibits the possession, sale, or transportation of weapons by any employee or student while on, or near, University-owned or controlled premises. Weapons may include but are not limited to guns, replicas, ammunition, explosives, fireworks, knives (subject to the definition established by the Public Security Office), dangerous/unauthorized chemicals, and like or similar items with the potential to inflict physical harm. Appropriate disciplinary action up to and including termination and/or expulsion will be taken.

#### ***4.36 Other Violations***

Other violations include, but are not limited to:

- 1) Any act that encourages, permits, assists, cajoles others into acting in a manner that could result in a disciplinary conduct hearing
- 2) Violation of University policies posted or distributed but not specifically mentioned or included in this version of the Student Handbook
- 3) Violation of Office of Student Affairs policies and procedures
- 4) Violation of Academic Affairs policies and procedures
- 5) Violation of parking regulations
- 6) Attempting or intending to violate a law and/or policy

## ***SECTION 5: STUDENT CONDUCT PROCESS***

### ***5.1 Overview of Due Process***

#### **5.1.1 Philosophy**

While DKU strives to provide an outstanding positive learning experience, it is the student's responsibility to be familiar with and understand expectations outlined in the DKU Community Standard. To maintain social harmony among students on campus, DKU reserves the right to review alleged policy violations, initiate disciplinary action, and impose sanctions when appropriate.

Students will be held accountable for violations of policies on campus, whether committed by themselves or by their guest, and for those which occur off-campus and negatively impact DKU. Student behavior that does not comply with DKU policies will be addressed through an educational process designed to educate and promote safety and good citizenship, and, when necessary, impose appropriate consequences.

DKU reserves the right to modify the student conduct process as needed by updating the Student Handbook.

#### **5.1.2 Definitions**

- 1) **Allegation:** A statement by a reporter alleging a violation of university policy, procedure, and/or the student code of conduct
- 2) **Adjudication Body:** The entity to which a case is referred for administration of the student conduct process
- 3) **Adjudicator:** The individual representing an Adjudication Body who administers the student conduct process
- 4) **Incident Report:** Formal notification, either orally or in writing, of the belief that a violation of university policy, procedure, and/or the student code of conduct has occurred
- 5) **Reasonable Person:** A theoretical person in the society who shows average judgment, skill or care in his or her conduct
- 6) **Reporter:** The person filing an incident report alleging that the person has been subject to violation of university policy, procedure, and/or the student code of conduct
- 7) **Respondent:** The person or office, program, department, or group against whom the allegation is made; i.e., the individual(s), organizational unit(s), or group(s) accused of a violation of university policy, procedure, and/or the student code of conduct
- 8) **Retaliation:** An adverse action or other forms of negative treatment carried out in response to a good-faith reporting of or opposition to any part of the student conduct process; an individual's or group's participation in DKU's student conduct process or the follow-up on an incident report; or other forms of good-faith opposition to what an individual reasonably believes to be as part of the student conduct process. To be a violation of this, the challenged actions or treatment must be sufficiently serious to discourage or chill a reasonable person from further reporting, participation, or opposition. Students have the right to report violations and participate as a witness in an investigation or hearing without fear of retaliation. Retaliation includes, but is not limited to, verbal or electronic threats, intimidation, coercion, negative remarks, or reprisals. DKU strictly prohibits retaliation against a person who makes a report, assists someone with a report, or participates in any aspect of the investigation, hearing, or resolution of a report (the student conduct process). Acts of retaliation by students are subject to the standard disciplinary procedure outlined in the Handbook and, in certain cases, may result in suspension

#### **5.1.3 Access to Student Conduct Records**

Students will have access to their student conduct records upon request to the [Office of Student Conduct](#). The records will include incidents in which they are a part and the case referral, hearing, and resolution information thereof.

#### **5.1.4 Parent/Guardian Communication**

Using appropriate Chinese Ministry of Education Student Management regulations and the U.S. Family Educational Rights and Privacy Act (FERPA) as guidelines, the DKU may notify a student's parents or legal guardians if they have violated policies or laws pertaining to alcohol or other drugs, unacceptable behavior, or in health and safety emergencies where a student jeopardizes his/her safety and/or the safety of others. The decision to notify parents or legal guardians will be made according to the professional judgment of the appropriate staff and, when possible, will involve students. The primary goal of notifying parents or legal guardians is to promote the health and wellness of the student.

### ***5.2 Reporting an Incident***

Any DKU community member may file a complaint against any student, alleging a policy violation by filling out an Incident Report. Although a complaint may be filed at any time, it is strongly preferred for the complaint to be submitted as soon as possible after the reporter becomes aware of the matter. A complaint should include:

- 1) A detailed description of the incident giving rise to the complaint
- 2) The identity of the accused student(s) or organization
- 3) The names of others who may have been present, observed the incident, or who otherwise have information related to the matter
- 4) If any, supporting documents such as photos, screenshots, etc.

### ***5.3 Preliminary Review***

#### **5.3.1 Disposition**

Incident Reports alleging policy violations will be preliminarily reviewed by a Student Affairs staff member, who will:

- 1) Review the report/complaint and other materials associated with the incident/matter
- 2) Acknowledge receiving the report/complaint with the individual(s) who submitted it
- 3) If needed, contact the individual(s) identified in the incident report for an investigation about the full details of the incident
- 4) Determine the appropriate disposition of the incident and elect to do and communicate one of the following:
  - A) **Dismiss the Complaint:** The report/complaint will be dismissed if it appears not to have any merit or in a situation in which, even if the facts alleged in the complaint are true, there would be no violation of a DKU policy, or
  - B) **Non-Judicial (Informal) Intervention:** The report/complaint may be resolved through a non-judicial intervention such as mediation, educational interventions, or administrative actions (i.e. informal warning/conversation) if it is deemed more appropriately addressed as such without an adjudication meeting
  - C) **Refer the Complaint:** The report/complaint will be referred to an Adjudication Body

#### **5.3.2 Student Participation**

Students have the right and are encouraged to participate in the Student Conduct Process. If a student chooses to not participate in the process, the case will continue without the benefit of their perspective. Students are responsible for the sanctions, regardless of their level of participation in the process.

NOTE: In some cases, DKU can disclose to the harassed student information about the sanctions imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the harassed student. This includes an order that the harasser stays away from the harassed student (No Contact Order), that the perpetrator is prohibited from attending school for a period of time, or transferred to other classes or another residence hall. Further, when the conduct involves allegations of a crime of violence or a non-forcible sex offense, DKU may be able to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the Adjudication Body concluded that a violation was committed.

### ***5.4 Case Referral***

The case will be referred to an Adjudication Body based on the nature of the incident and Respondent's conduct history.

#### **5.4.1 Academic Review Boards**

Academic policy violation allegations will be referred to the Academic Review Boards, managed by Academic Affairs.

#### **5.4.2 Residence Life Coordinator Staff**

Non-academic policy violation allegations, which are non-egregious, and occur within or adjacent to residence halls, and by Respondents without an existing conduct record will generally be adjudicated by Residence Life Coordinator staff. If staff determine, throughout the course of their investigation, that the nature of the incident is more appropriate for another Adjudication Body, they will make such a referral and notify the students involved.

#### **5.4.3 Assistant Dean of Residence Life**

Non-academic policy violation allegations that are egregious, or occur away from residence halls, or are by Respondents with an existing conduct record will generally be adjudicated by the Assistant Dean of Residence Life. Cases so egregious that may warrant sanctions of suspension or expulsion may be referred to the Student Affairs Review Board or Sexual Misconduct Review Board by the Assistant Dean of Residence Life. If staff determine, throughout the course of their investigation, that the nature of the incident is more appropriate for another Adjudication Body, they will make such a referral and notify the students involved.

#### **5.4.4 Student Affairs Review Board**

Non-academic policy violation allegations so egregious that may warrant sanctions of suspension or expulsion will be referred to the Student Affairs Review Board, though any sanction may be issued. The Student Affairs Review Board consists of representatives authorized by the Chancellor. It shall include 10 voting members (4 students, 3 faculty, and 3 staff), each of whom will serve for 2 years. Each case will be assigned 5 voting members (2 students, 1 faculty, and 2 staff) from the entire board, and will be chaired by the Assistant Dean of Residence Life, who will serve as a non-voting member. If 5 voting members are unable to hear a case, for reasons including but not limited to scheduling conflict or conflict of interest, then 3 (1 student, 1 faculty, and 1 staff) will be the minimum allowed to hear a case, with the Assistant Dean of Residence Life serving as a non-voting member and Chair. The Assistant Dean of Residence Life will select the voting members, from among the entire board, for a case based on factors including, but not limited to and when able to consider, availability, gender balance, Chinese/International balance, and not having any conflict of interest such as being a roommate, advisor to a student in the case, their professor, etc. Quorum for both the hearing and the meeting to make the case decision shall be all 5 (or 3) voting members and the non-voting Chair. Case decisions require quorum is met and an absolute majority decision (i.e., 3/5 or 2/3) is made.

#### **5.4.5 Sexual Misconduct Review Board**

Cases of alleged Sexual or Gender-Based Harassment, sexual Quid Pro Quo Misconduct, Relationship Violence, Sexual Exploitation, Sexual Violence, Stalking, sexual Unwelcomed Misconduct, or other sexual Related Misconduct where sanctions of suspension or expulsion may be warranted are referred to the Sexual Misconduct Review Board by the Dean of Student Affairs. The Sexual Misconduct Review Board consists of representatives authorized by the Chancellor. It shall include 10 voting members (4 faculty and 6 staff), each of whom will serve for 2 years. Each case will be assigned 5 voting members (2 faculty and 3 staff) from the entire board, and will be chaired by the Dean of Student Affairs, who will serve as a non-voting member. If 5 voting members are unable to hear a case, then 3 (1 faculty and 2 staff) will be the minimum allowed to hear a case, with the Dean of Student Affairs serving as a non-voting member and Chair. The Dean of Student Affairs will select the voting members, from among the entire board, for a case based on a number of factors including, but not limited to and when able to consider, availability, gender balance, Chinese/International balance, and not having any conflict of interest such as being a roommate, advisor to a student in the case, their professor, etc. Quorum for both the hearing and the meeting to make the case decision shall be all 5 (or 3) voting members and the non-voting Chair. Case decisions require quorum is met and an absolute majority decision (i.e., 3/5 or 2/3) is made.

### ***5.5 Hearing***

#### **5.5.1 Hearing Notification**

When a case of a non-academic policy violation allegation is referred to an Adjudication Body, the Adjudicator will notify the Respondent(s) and include details of a scheduled hearing at least 48 hours in advance. The notification letter will include the context of the alleged policy violation, the Adjudicator, and the hearing meeting setting.

### **5.5.2 Respondent Support**

Respondent(s) may choose a student advisor, who may be present at the hearing, but who may not participate in the proceedings. A student advisor is limited to provide support but may not speak or be suggestive in any way shape or form during the hearing. Additionally, Respondent(s) may invite a student translator to the hearing. The student translator may be the student's advisor or another individual. The student translator is limited to assisting in translating information or documents provided and shared at the meeting. They may not share or speak anything further beyond what the student asks to be translated. A lawyer, legal representation, parent/legal guardian (except in the case of a student who is a minor), or family member is not permitted in hearings. A violation of this limitation may result in an advisor being removed from the hearing at the discretion of the Adjudicator. DKU retains the right to have legal counsel present at any hearing.

### **5.5.3 Meeting**

Respondent(s) may challenge the objectivity of any Student Affairs Review Board or Sexual Misconduct Review Board member, giving reasonable cause to believe the member may be biased or have some conflict of interest. The Chair of the board will make a final ruling on any such challenge.

During the hearing, the Respondent(s) shall be informed of their rights and responsibilities within the conduct process. The Respondent(s) will have the opportunity to hear the Incident Report and any additional information gathered, then respond to the allegations. The Respondent(s) may remain silent, present defense against the allegations, and produce evidence, witnesses or written affidavits on their behalf. The Adjudicator can determine if the Respondent(s), Reporter, and/or witnesses should provide statements jointly or separately at the hearing. Students are accountable for their [participation and non-participation in the student conduct process](#).

## ***5.6 Resolution***

### **5.6.1 Decision**

The Adjudicator will make a determination of responsibility for each alleged policy violation listed in the notification email, based on a preponderance of the evidence. This means the evidence, information determined to be credible, and investigative findings convince the Adjudicator there is a greater than 50% chance the policy was violated.

### **5.6.2 Sanctions**

Sanctions may include one or multiple of those listed below and may be imposed on individual students or groups unless specifically noted otherwise. DKU reserves the right to modify the details of the sanctions as needed due to the specifics of a case.

- 1) **Warning:** An informal warning is given through a one-on-one conversation/meeting or email for a violation of the specified policies. Eligible for Appeal Type A.
- 2) **Grave Warning:** A formal written reprimand for violation of the specified policies. Eligible for Appeal Type A.
- 3) **Formal Apology:** A requirement to write a formal apology to individuals involved and/or affected by actions/violation. Eligible for Appeal Type A.
- 4) **Educational Initiative:** A requirement to complete a project or a written assignment, attend an educational program, or seek assistance from an academic support office or other DKU resources. Eligible for Appeal Type A.
- 5) **Community Service:** A specified length of time during which a specific service will be required in a specified community (e.g., DKU or local). Eligible for Appeal Type A.
- 6) **Mediation:** Mediation from CAPS, Student Health Services, or other appropriate offices and verification thereof may be required. Eligible for Appeal Type A.
- 7) **Restitution:** Payment for all or a portion of injury or damages to person(s) or property caused by the violation. Eligible for Appeal Type A.
- 8) **Assessment and/or Treatment:** A requirement to seek a mental health/medical assessment from CAPS and provide verification the assessment was completed and recommendations of the professional were followed through. Eligible for Appeal Type A.

- 9) **Withdrawal of Privileges:** This may include, but is not limited to, withdrawal of the privilege to have e-bike/bike on campus, attend or participate in DKU programs or activities (such as sporting events, intramurals, performances, graduation exercises, host/sponsor events, extra-curricular activities/programs, etc.), or maintain computer account privileges. Eligible for Appeal Type A.
- 10) **Exclusion:** Exclusion for a specified time period from access to or use of specified DKU-owned operated or controlled premises and/or facilities. Eligible for Appeal Type A.
- 11) **No Contact Order:** Prohibition from communicating with a named individual and/or student group. Eligible for Appeal Type A.
- 12) **Room Assignment Intervention:** This may include relocation, restriction, or revocation for a period of time, or permanent removal from the residence halls. (Refunds for revocation may be denied based on Residence Life policies.) In unique Residence Life cases that continued presence of a resident constitutes an immediate threat to the emotional or physical health, safety, or welfare of the resident, other residents, staff, or DKU property, an immediate interim suspension from room assignment privileges may be imposed. This decision will be done by the Dean of Student Affairs (or authorized designee), in consultation with the Executive Vice-Chancellor. In such cases, the resident will be required to vacate immediately and remain away from the residence hall until a hearing can be held. Eligible for Appeal Type B.
- 13) **Group Disciplinary Probation:** A status imposed on a group for a specific period of time during which another violation of University policy or violation of any of the conditions of the probation shall result in an augmented disciplinary action, including the possibility of suspension of activity and/or dissolution. Eligible for Appeal Type B.
- 14) **Disciplinary Probation:** A status imposed on a student for a specific period of time during which another violation of university policy or violation of any of the conditions of the probation shall result in an augmented disciplinary action, including the possibility of suspension and/or expulsion. Disciplinary probation may restrict a student's ability to study abroad from DKU through the Global Education Office for Undergraduates and/or participate in specific programs or activities. It also may impact other opportunities in which a student's disciplinary record is considered as a criterion for participation. Eligible for Appeal Type B.
- 15) **Group Suspension of Activity:** Student groups, residential or cohesive units may be suspended for a specified time period from activities sponsored, cosponsored, performed by, or attended by its members on and/or off-campus. A suspension is generally followed by disciplinary probation for a specified period of time. Eligible for Appeal Type B.
- 16) **Group Dissolution:** The privilege of a group to be recognized at DKU may be revoked. Eligible for Appeal Type B.
- 17) **Suspension:** A suspension is an involuntary dismissal from DKU for a specified period of time, which may include the current semester and such additional semesters as deemed appropriate. The conditions for readmission, if any are permitted, shall be contingent upon satisfaction of any requirements stated in the original sanction. Upon a student's readmission to and matriculation in DKU, the Student Affairs Review Board will place the student on disciplinary probation for at least one semester or as long as the probationary period is determined to be appropriate. As suspension constitutes an involuntary withdrawal from DKU, a permanent notation to that effect is made on the student's permanent academic record, and Dang 'An for Chinese Students. In the event that a disciplinary suspension and an academic withdrawal occur simultaneously, the two withdrawals are to be in effect consecutively. Eligible for Appeal Type B.
- 18) **Expulsion:** Dismissal and permanent removal from DKU without the possibility of readmission or reinstatement. A permanent notation to that effect is made on the student's permanent academic record, and Dang 'An for Chinese Students. Eligible for Appeal Type B.

### **5.6.3 Resolution Notification**

When a case is resolved, the student(s) involved will receive an email from the Adjudicator listing each alleged policy violation and whether or not they were found responsible. The resolution notification will include:

- 1) Basic information of the student;
- 2) Facts and evidence for the sanctions;
- 3) Type, basis, and duration of the sanctions;
- 4) Ways and time limit for appeal;
- 5) Any other relevant content;

## **5.7 Appeals**

### **5.7.1 Grounds**

Appeals can be only be made on the grounds below. Sanctions eligible for Appeal Type A can only be appealed on grounds 1 and/or 2. Sanctions eligible for Appeal Type B can be appealed on any combination of grounds 1, 2, and/or 3:

- 1) New information, not available at the time of the hearing, has been collected
- 2) Procedural errors that may have substantially affected the fairness of the process occurred
- 3) The finding was inconsistent with the weight of the information

### **5.7.2 Process**

A written appeal must be submitted to the Chair of the Student Affairs Appeal Committee (the Dean of Student Affairs) within 10 calendar days of the resolution notification email. The Chair will conduct a preliminary review and reject appeals on behalf of the Student Affairs Appeals Committee if any of the following are true:

- 1) There are no grounds for appeal or they are incorrect for the sanction
- 2) The appeal is not made within 10 calendar days after the resolution notification email has been rendered
- 3) The appeal is brought up again based on the same ground(s)

If the appeal passes the preliminary review, the appeal will be reviewed by the Student Affairs Appeals Committee which consists of various DKU community members. Those voting members include the Chancellor, the Executive Vice Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Government Relations, the Senior Advisor to the Chancellors for Partner and External Relations, the Dean of Student Affairs, the Senior Director of Legal and External Compliance Affairs, the Director of Faculty Affairs, and the Student Union President. Once the appeal has been reviewed, the Student Affairs Appeals Committee will determine one of the following outcomes:

- 1) Affirmation of the original sanction
- 2) Suggest to the original Adjudication Body to revoke the original sanction
- 3) Suggest to the original Adjudication Body to amend the original sanction

## ***SECTION 6: STUDENT POLICY ON PROHIBITED DISCRIMINATION, HARASSMENT, AND RELATED MISCONDUCT***

### ***6.1 Introduction***

Duke Kunshan University (“DKU”) is committed to encouraging and sustaining a learning and work community free from discrimination, harassment, relationship violence, stalking, and related misconduct. DKU is committed to an inclusive community that respects and values all of its members. The Office of Student Affairs is responsible for administering this Policy and its implementing procedures for incidents involving students.

### ***6.2 Policy***

This Policy prohibits discrimination, harassment, relationship violence, stalking and other related misconduct defined in this Policy on the basis of race, color, ethnicity, national origin, sex (including pregnancy), gender, gender identity, gender expression, sexual orientation, religion, age, disability (collectively, “Protected Status or Characteristic”). This Policy also includes discrimination, harassment, relationship violence, and stalking based on the perception of an individual’s Protected Status or Characteristic, even if that perception is incorrect. This Policy applies to DKU’s educational policies, practices, programs, and activities.

This Policy also prohibits retaliation against an individual: (1) who files a complaint or report of discrimination, harassment, or related misconduct; (2) against whom a complaint is filed; (3) who participates in the reporting, investigation, or adjudication of possible violations of this Policy; or (4) who engages in good faith opposition to what the individual reasonably believes to be discrimination, harassment, or related misconduct under this Policy.

### ***6.3 Scope***

This Policy protects members of the DKU community from discrimination, harassment, relationship violence, stalking and related misconduct that occurs on DKU property (whether owned, leased, operated, or managed) or occurs while such members are participating in a DKU-sponsored or affiliated activity. It also applies to conduct that occurs off DKU property and not in the context of a DKU-sponsored or affiliated activity but has continuing adverse effects on a DKU-sponsored or affiliated activity.



Members of the DKU community protected by this Policy include, but are not limited to, (1) all DKU students including full and part-time students, undergraduate students, graduate students, or any other students enrolled at DKU; (2) all student applicants for admission to DKU, all student participants in DKU sponsored or affiliated activities; and (3) visiting students.

## 6.4 Definitions

- 1) **Allegation:** A statement by a complainant alleging an act of discrimination, harassment, or related misconduct
- 2) **Bullying:** Bullying and/or Cyber Bullying is defined as the process of intentional electronic, written, verbal, or physical acts directed at another student or students, or member(s) of the DKU community where there is intimidation or mistreatment that is severe, persistent, and/or pervasive and has the effect of interference with a student's or students', or member(s) of the DKU community's educational environment, creates a threatening environment, or disrupts the orderly operation of DKU
- 3) **Complainant:** The person filing a complaint alleging that the person has been subject to discrimination, harassment, or related misconduct
- 4) **Complaint:** Formal notification, either orally or in writing, of the belief that discrimination, harassment, or related misconduct has occurred
- 5) **Consent:** A voluntary and affirmative mutually understandable communication of willingness and agreement to participate in particular sexual activity or behavior, expressed either by words or clear, unambiguous action. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity
  - A) Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse)
  - B) Consent can be communicated by either explicit verbal consent or overt action clearly expressing consent. Such signals of consent must be mutual and ongoing, as well as offered freely and knowingly
  - C) Lack of protest or resistance or silence does not constitute consent
  - D) The existence of a dating relationship between the people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for an assumption of consent
  - E) Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person
  - F) Consent must be present throughout the entire sexual activity and can be revoked at any time
  - G) Consent cannot be obtained from a person who does not have the capacity to give consent under the laws of the applicable jurisdiction because of the person's physical or mental disability
  - H) Consent cannot be obtained from a person who the initiator of the sexual activity knew, or reasonably should have known, was asleep, unconscious, in an altered state of mind, or otherwise incapacitated, whether due to drugs, alcohol, medication, or some other condition
  - I) A person, who is incapacitated or in an altered state of mind, whether due to alcohol, drugs, medication, or some other condition, cannot give consent on sexual activity
  - J) Consent cannot be obtained from someone through intimidation, coercion, force, or threat of coercion or force
  - K) EFFECTIVE CONSENT is:
    - i) **Active:** A person can give consent and then change his or her mind. Therefore, the best practice would be that you ask your partner for consent at every stage of the sexual experience; if you want to move to the next level of sexual intimacy, ask your partner if that's what he or she wants to do. If you do not ask for consent, you are at risk of doing something the other person does not want you to do. You might disrespect and/or hurt someone. Worse yet, you might put yourself at risk of breaking the policy or the law by committing a sexual assault
    - ii) **Freely given:** Consent cannot be coerced or gained by trickery, intimidation, threats or acts of violence. Any form of sexual activity attempted or committed by a person at any component within DKU with another without their consent may be considered sexual assault under this Policy, and any other applicable law
    - iii) **Unambiguous:** Effective consent is when partners demonstrate a clear and mutual understanding of exactly what they are consenting to and permit that activity to happen from beginning to end
    - iv) **Unassuming:** Consent cannot be implied or assumed, meaning, someone's silence does not equal consent or a "YES". Moreover, someone "freezing" – or failing to fight to keep the person from

performing an unwanted sexual act is not consent either. To make sure you and your partner are safe, make sure you don't assume anything and get the "YES!" before you initiate intimacy or sexual activity

- 6) **Discrimination:** When an individual or group is subjected to an adverse action based upon a Protected Status or Characteristic. Discrimination can occur under this Policy in either being hired as a student worker or an educational context. Discrimination also includes failing to provide reasonable accommodations to, for example, a qualified person with a disability, to an ethnic minority student, or to a female student, as required by any applicable law
- 7) **Hate Offense(s):** A type of discrimination that occurs when a person commits a specified offense in whole or in substantial part because of a belief or perception regarding "the Protected Status or Characteristic" of a person, regardless of whether the belief or perception is correct
- 8) **Hazing:** Hazing is defined as any action taken or situation created that is harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, regardless of an individual's willingness to participate in it, or its bearing on the individual's membership status with an organization, club, or association
- 9) **Hostile Environment Harassment:** Unwelcome conduct based on Protected Status or Characteristic that is so severe, persistent, and/or pervasive that it alters the conditions of education, being hired as a student worker, or participation in a program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, may not create a hostile environment. Harassment is distinguished from behavior that, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities
- 10) **Protected Status/Characteristics**
  - A) Age: The number of years from the date of a person's birth
  - B) Color: An individual's skin pigmentation, complexion, shade, or tone
  - C) Disability: A physical or mental impairment that substantially limits one or more major life activities. Individuals are protected from discrimination if they have such an impairment; have a record of such impairment; or are regarded as having such impairment. A person with a disability must be able to perform the essential functions of the student worker or volunteer position or the academic, athletic, or extracurricular program, with or without reasonable accommodation
  - D) Ethnicity: An individual's actual or perceived belonging to a social group with a common national or cultural tradition(s). Characteristics associated with ethnicity include, but are not limited to, language, dress, and shared group history
  - E) Gender: A socially constructed set of expectations, roles, behaviors, and activities a given society or culture considers appropriate for individuals generally based on an individual's sex assigned at birth
  - F) Gender Expression: An external expression and presentation of one's gender through clothing, roles, mannerisms, etc. Gender expression does not necessarily align with gender identity
  - G) Gender Identity: One's internal sense of self and identification in relation to gender which may or may not conform to one's sex assigned at birth
  - H) Health Status: Whether an individual is a carrier of any infectious pathogen or suffers any disease which is defined by any applicable law on anti-discrimination
  - I) Identity of Urban or Rural Residents: The place where an individual's residence is registered, including rural residents and urban residents
  - J) Illegitimate Child Status: A child was born out of wedlock
  - K) National Origin: An individual's actual or perceived country or ethnicity of origin
  - L) Race: An individual's actual or perceived racial or ethnic ancestry or physical characteristics associated with a person's race, such as a person's color, hair, facial features, height, and weight
  - M) Religion: All aspects of religious observance and practice, in accordance with applicable law
  - N) Sex (Assigned at Birth): A designation at birth (male, female, intersex) generally based on the external appearance of sex organs; includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth
  - O) Sexual Orientation: One's sexual, romantic, physical, and/or emotional attraction (or lack of attraction) to others
- 11) **Quid Pro Quo Misconduct:** Conditioning an individual's education, being hired as a student worker, or participation in a program or activity on submission to unwelcome conduct on the basis of Protected Status or Characteristic

- 12) **Reasonable Person:** A theoretical person in the society who shows average judgment, skill, or care in his or her conduct
- 13) **Related Misconduct:** Relationship violence, retaliation, stalking and other acts infringing upon personal rights as defined in this Policy
- 14) **Relationship Violence:** Any act of violence or pattern of abusive behavior in an intimate relationship that is used by one partner to gain or maintain power and control over another partner. Relationship violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. It includes:
  - A) **Dating Violence:** Any act of violence or pattern of abusive behavior committed by an individual who has been in a social relationship of a romantic or intimate nature with the complainant. Dating violence, in certain situations, may be protected under applicable law related to domestic violence
  - B) **Domestic Violence:** Any act of violence or pattern of abusive behavior committed against a current spouse/cohabitant, person similarly situated under applicable marriage law or antifamily violence law, or anyone else protected under applicable marriage law or anti-family violence law. Prohibited acts include but are not limited to physical or mental injuries to some extent by the means of beating up, binding up, cruel injury, imposing restriction of personal freedom, or frequent verbal abuses and threats
- 15) **Respondent:** The person or office, program, department, or group against whom the allegation or complaint is made; i.e., the individual(s), organizational unit(s), or group(s) accused of discrimination, harassment, or related misconduct
- 16) **Retaliation:** An adverse action or other forms of negative treatment carried out in response to (1) a good-faith reporting of or opposition to what an individual reasonably believes to be discrimination, harassment, or related misconduct under this Policy; (2) an individual's or group's participation in DKU's complaint process or the follow-up to a complaint. To be a violation of this Policy, the challenged actions or treatment must be sufficiently serious to discourage or chill the targeted person from further reporting, participation, or opposition
- 17) **Sexual Exploitation:** Taking sexual advantage of another without consent for one's benefit or the benefit of another party; e.g., by threatening to disclose an individual's sexual orientation, gender identity, or gender expression unless the individual submits to sexual demands; observing sexual activity of others without their knowledge or consent; or streaming images of sexual activity without the knowledge or consent of those involved
- 18) **Sexual or Gender-Based Harassment:** Unwelcome conduct based on sex or gender that creates a hostile environment or involves submission to or rejection of such conduct as a condition of being a student worker, education, or participation in a program or activity. This includes Sexual Violence and Sexual Exploitation
- 19) **Sexual Violence:** A particularly severe form of harassment defined as any physical act of a sexual nature based on sex and perpetrated against an individual without consent or when an individual is unable to freely give consent. Physical acts of a sexual nature include, but are not limited to, non-consensual touching or attempted touching involving a person's breasts, buttocks, inner thighs, groin, or genitalia, either directly or indirectly; and/or sexual penetration (however slight) of another person's oral, anal, or genital opening with any body part or object
- 20) **Stalking:** A course of conduct (including cyberstalking) based on a Protected Status or Characteristic and directed at a specific person that would cause a reasonable person to fear for their safety or the safety of another, or to suffer substantial emotional distress
- 21) **Unwelcomed Misconduct:** Unwelcomed misconduct occurs when unwelcome verbal, visual, physical, electronic, or other conduct based on an individual's or group's Protected Status or Characteristic is sufficiently serious to significantly interfere with that individual's or group's ability to participate in or benefit from DKU programs or activities or their terms and conditions of being a student worker. This can include conduct that interferes with the individual's or group's: Educational environment (e.g., admission, academic standing, grades, assignment); Student work environment (e.g., hiring, advancement, assignment); Participation in a DKU program or activity (e.g., campus housing, student event/excursion); or Receipt of legitimately-requested services (e.g., disability accommodations)

## **6.5 Resources and Reporting Options**

### **6.5.1 Emergency Law Enforcement, Medical, and Crisis Response Resources**

As a priority, DKU encourages all individuals to report discrimination, harassment, or related misconduct that may involve criminal conduct to the local Police Department. This could include sexual violence, relationship violence,

stalking, and conduct that could be a hate crime. [Local Police](#) can be contacted at 110 (Chinese only) and you may reach the [Campus Emergency Hotline](#) at (0512) 3665-7110 for help.

For incidents of sexual violence, sexual exploitation, relationship violence, and stalking, DKU also encourages individuals to seek assistance from a medical provider or crisis response service immediately after an incident. This provides the opportunity to address physical well-being or health concerns, preserve any available evidence, and begin a timely investigative and remedial response. Emotional care, counseling, and crisis response are also available on and off-campus; e.g., at [Counseling and Psychological Services](#) (CAPS), [caps@dukekunshan.edu.cn](mailto:caps@dukekunshan.edu.cn).

### **6.5.2 Resources and Reporting Options**

DKU encourages all individuals to seek the support of on and off-campus resources, regardless of when or where the incident occurred. These resources can provide guidance on reporting options and information about available resources.

#### **6.5.2.1 Confidential Resources**

The following DKU resources can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about a report of discrimination, harassment, relationship violence, stalking and related misconduct without the individual's expressed written permission. Exceptions apply to cases in which there is a continuous threat of serious harm to the complainant or to others and when there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor).

[Student Health Services](#)  
[campushealth@dukekunshan.edu.cn](mailto:campushealth@dukekunshan.edu.cn)  
(+86) (0512) 3665-7228

[Counseling and Psychological Services](#) (CAPS)  
[caps@dukekunshan.edu.cn](mailto:caps@dukekunshan.edu.cn)  
(+86) (0512) 3665-7829

#### **6.5.2.2 Reporting Options**

Some types of harassment and related misconduct may be criminal in nature. To file a police report for possible criminal conduct, contact the [Local Police](#) Department at 110 (operator speaks Chinese only) or the DKU [Campus Emergency Hotline](#) at (+86) (0512) 3665-7110 for help.

Allegations of sexual misconduct against a student are managed by the Dean of Student Affairs under the Student Sexual Misconduct Policy and hearing procedures outlined in the DKU Student Handbook. An incident report may be filed directly with the Dean of Student Affairs Office at <https://dukekunshan.edu.cn/en/student-life>.

If you are a DKU student and have a concern or question regarding this Policy or the procedures for filing a complaint, you can contact the Dean of [Student Affairs Office](#) at [dku-studentaffairs@dukekunshan.edu.cn](mailto:dku-studentaffairs@dukekunshan.edu.cn) or by phone at (+86) (0512) 3665-7123.

Students can report discrimination, harassment, or related misconduct committed by students, visitors, faculty, staff, or third parties to department chairs, professors, school dean, student affairs staff, and academic advisors. All such reports involving students will be shared with the Dean of Student Affairs Office. Upon receipt of a report of possible prohibited harassment or related misconduct, the Dean of Students will establish any needed interim protective measures to provide for the safety of the parties and the campus community.

## **6.6 Timeliness**

In order to maintain and support a community that is respectful and free from discrimination, harassment, and related misconduct and to maximize DKU's ability to respond promptly and effectively, we urge students to come forward with full-disclosure reports of concerns or with complaints as soon as possible. Anonymous reports, while helpful for reporting purposes, limits DKU in the inability to provide appropriate support and assistance to students and hold accountable those found responsible.

Complainants and other reporting individuals are encouraged to seek assistance and utilize available resources if they feel they have been subjected to or receive reports of such conduct. The sooner a complaint is filed, the more effectively it can be investigated and resolved by the appropriate campus office, e.g., while witnesses are still available, memories are fresh, and documentation may still be available. With that said, there is no time limit for reporting alleged discrimination, harassment, or related misconduct.

In some cases, e.g., where the individual accused of misconduct is no longer affiliated with DKU, we may not be able to take disciplinary action. However, DKU will strive to provide other fair and reasonable measures to support the reporting party and minimize any future misconduct.

### **6.7 Disciplinary Process**

Students alleged for violating this Section 6 would be subject to the [student conduct process](#), and if found responsible, will be subject to [sanctions](#).

### **6.8 Confidentiality**

DKU recognizes that confidentiality is important. Breaches of confidentiality compromise DKU's ability to investigate and resolve claims of discrimination, harassment, relationship violence, stalking and related misconduct. DKU will attempt to protect the confidentiality of the complaint process to the extent reasonably possible. Investigators, advisors, members of hearing panels, and any others participating in the process on behalf of DKU shall keep the information obtained through the process confidential. All other participants in the process (including the complainant, respondent, non-DKU advisors, and witnesses) are requested to respect the confidentiality of the proceedings and circumstances giving rise to the dispute and to discuss the matter only with those persons who have a genuine need to know.

While DKU is committed to respecting the confidentiality of all parties involved in the process, it cannot guarantee complete confidentiality. Examples of situations in which confidentiality cannot be maintained include:

- When DKU is required by law to disclose information (such as in response to a court order or the requirement of other authority of competent jurisdiction)
- When disclosure of information is determined by the Office of Student Affairs to be necessary for conducting an effective investigation of the claim
- When confidentiality concerns are outweighed by DKU's interest in protecting the safety or rights of others
- The subject matter has been made public through no fault of DKU

## **APPENDICES**

### **Appendix A: Maps and Directions**

There is a helpful website of [maps and directions](#) guiding you to and through campus and Kunshan.

### **Appendix B: Introduction to Kunshan & Local Resources**

#### **B.1 City of Kunshan**

Kunshan lies in the Yangtze River Delta Region, one of the most developed areas in China. Kunshan is an emerging city, between Suzhou and Shanghai, recognized for its economic success. Established in 1989, it occupies 931 km<sup>2</sup>, has a population over 1.5 million, and preserves its rich cultural heritage such as the Kunqu Opera and ancient water towns nominated for inclusion in UNESCO's World Heritage List. The Eight Immortals and Twin Lotus flowers are well known and associated with the city.

#### **B.2 Climate and Air Quality**

Kunshan has a subtropical monsoon climate, enjoying abundant sunlight and plentiful rainfall all year round. Thanks to the moist and humid weather, the annual average temperature is 15.5 C/60 F. Kunshan experiences periodically, but not frequently, days with bad air quality with PM1 concentration of 2.5 over 200. The University will endeavor to make the community aware of such situations as they arise.

#### **B.3 Entertainment and Dining**

Concert halls, parks, malls, sports facilities, restaurants, cafes (Starbucks), and fast food (McDonald's and KFC) are all located within 5 km of the main campus. For more information, visit the travel website below:

<http://www.travelchinaguide.com/cityguides/jiangsu/kunshan/>.

Chinese cuisine is known for special seasonings, cooking methods and materials, and distinctive flavors, and is categorized into eight culinary traditions: Guangdong (Cantonese), Shandong, Jiangsu, Sichuan, Fujian, Hunan, Anhui, and Zhejiang. Kunshan's famous dishes include Hairy Crab, Aozao Noodles, Zhengyi Green Dumplings, and Zhoushi Soy-sauced Duck. For a list of restaurants, visit the website below:

<http://jiangsu.chinadaily.com.cn/kunshan/>.

## **B.4 Landmarks**

There are several major landmarks in Kunshan:

- **Tinglin Park:** Tinglin Park, home of the Kun Opera, is situated at the east foot of Ma'an Mountain (also named Kunshan Mountain). There are many attractions within the park
- **Yangcheng Lake:** Yangcheng Lake is part of Taihu Lake and is one of the most important freshwater lakes in Jiangsu Province, most known for its famed "hairy crab"
- **Zhouzhuang:** Zhouzhuang is the No.1 water town in China and is highly praised by visitors

## **B.5 Travel**

There are many ways to travel to, from, and around Kunshan:

- **Airports:** There are two airports in Shanghai. Pudong International Airport is the largest airport in Shanghai and is the hub for most international flights. Hongqiao International Airport primarily serves domestic flights
- **Train Stations:** High-speed trains connect Kunshan to Shanghai or Suzhou in 20 minutes from the South Railway Station. Railway options include the Jinghu Railway (connects Beijing to Shanghai), the Beijing-Shanghai High-Speed Railway, and the Shanghai-Nanjing Intercity High-Speed Railway
- **Taxis:** Taking a taxi is an easy way to travel. Taxi drivers generally aren't fluent in English, so writing down your destination in Chinese is recommended. Charges are calculated by a meter and you should plan to pay using WeChat or Alipay (cash is also accepted, but not by all). Tipping is not necessary
- **Buses:** A public bus system runs throughout the city. Routes near campus include the 19, 22, 31, and 32. Rides cost ¥1 and the routes can be viewed here: <https://dukekunshan.edu.cn/en/campus/public-transportation>
- **Bicycles:** Kunshan has an extensive bike-sharing program. Registering at one of the designated offices downtown requires a ¥200 deposit that will then allow you to check bikes out at the west and north gates

## **B.6 Personal Care**

DKU has no commercial relationship with any organizations or businesses listed below. The information below is updated as often as possible, but its accuracy cannot be guaranteed.

### **B.6.1 Dental**

Please be aware that bilingual medical services are much more expensive than Chinese-only services:

- ◆ **Tokushinkai Dental Clinic-Suzhou Industrial Park** (English & Chinese). The student must make an appointment in advance. <http://tokushinkai.com.cn/>. Address: 1F, Suxin Building, 88 Zhongxin Avenue West (Near Zhongxin Avenue. W. and Xinhan Street), Suzhou. Public Transportation: Bus 31 from DKU Station to Ma An Shan Road Si Zhang Road Station (6 stops); walk on Ma An Shan Road and turn left on Si Zhang Road to catch Bus C1 to Zhong NanJie ShouMo Zhan (12 stops); walk on Suzhou Avenue East and turn right on Zhongnan Street to catch Bus 28 to JiaYiYuan Station (18 stops) (about 2 hours 13 min, ¥4). Didi/Taxi: About 45 min. (about ¥85). Telephone: 0512-6763-5720 | 6763-5721. Email: [reception.sz@tsk-dental.com](mailto:reception.sz@tsk-dental.com)
- ◆ **Suzhou Dental Hospital - Kwinu Street Hospital** (English & Chinese). The student must make an appointment in advance. <http://www.szkyqy.com/index.html>. To find their online website search for 'Suzhou Stomatological Hospital'. Address: 5th floor, South Building, No. 1505 Renmin Street, Suzhou. Public Transportation: Bus 31 from DKU Station to Ma An Shan Road Si Zhang Road Station (6 stops); walk on Ma An Shan Road and turn left on Si Zhang Road to catch Bus C1 to Zhong NanJie ShouMo Zhan (12 stops); take the Subway No. 1 toward Mudu Station; exit train at Leqiao Station (Exit 8) (about 2 hours, ¥7). Didi/Taxi: About 1 hour. (about ¥107). Telephone: 0512-33331908 | 65877321 | 67275765

- ◆ **Jen Ching Memorial Hospital**, Kunshan (Chinese Only). <https://www.jcmh.org.cn/>. Address: Qianjin East Road No. 999, Kunshan Shi, Suzhou Shi, Jiangsu Sheng, China. Public Transportation: Bus 32 from DKU Station to DiYi RenMin YiYuan (18 stops); change to Bus 25 to ZongRenQing JiNian YiYuan (8 stops); (about 1 hour 10 min, ¥2). Didi/Taxi: about 23 min. (about ¥51). Telephone: 0512-57159999

### B.6.2 Hare Care

- ◆ **Paulma Afro Hair Care**, Shanghai. <http://www.paulmasalon.com/home.asp>. Address: Hectometer Champs Elyzee 2nd Floor Room 228, Zhejiang Middle Road #229. Huangpu District. Public Transportation: From Shanghai Rail Station, take Routes (underground train) 1 or 2 to People's Square (Renmin Guangchang). Exit 14. Walk on Hankou Road to Zhejiang Middle Road (about 5 min.). Telephone: 021-3994992. Mobile: 15802131805

## B.7 Faith

DKU recognizes the importance of spiritual life for individual members of the campus community, especially its role in student development. There are a number of religious services in [Shanghai](#) and [Kunshan](#).

### B.7.1 Buddhist

- ◆ **Kunshan Chongning Temple**. Address: 5118, Hubin Road, Bacheng Town, Kunshan. Public Transportation: Take Bus 31 from DKU Station to Golden Forest Station, change to Bus 118 to Chongning Temple Station (about an hour and 15 min). Didi/Taxi: About 12 min (about ¥15). Telephone: 0512-57657771
- ◆ **Kunshan Huazang Temple**. Address: 28, Ma'anshan East Road, Kunshan. Public Transportation: take bus 31 or 19 from DKU Station to XiShan FengJingQu station (14 stops, about 50 mins, ¥1). Didi/Taxi: About 21 min (about ¥26)

### B.7.2 Catholic

- ◆ **Xiaohengtang Catholic Church**. Address: No.1558, Zhonghuayuan Road, Kunshan. Public Transportation: Bus 31 or 32 from DKU Station to Bai Lu Park Station. Then walk for 500m (about an hour). Didi/Taxi: about 25 min (about ¥35). Telephone: 139-62693230
- ◆ **Catholic Church in Lujia**. Address: 8, Jiaotang Road, Lujia Town, Kunshan. Public Transportation: Take bus 32 or 22 from DKU Station to YongJinWan (21 stops); walk to YongJingWan bus station across the street; take bus 102 to LuJiaZhen ZhengFu (15 stops); walk on Luxi road and turn right on Lujiabang South Road, then turn right on Jiaotang Road (about 1 hour 45 min, ¥3). Didi/Taxi: About 33 mins (about ¥65)
- ◆ **St. Francis Xavier Catholic Church Suzhou**. English Mass every Sunday at 10:30 am. Address: 1288 Yangcheng Hu Avenue West, SIP, Suzhou
- ◆ **St. Joseph's Church Shanghai**. English Masses. Address: 36, Sichuan Rd S., close to Jinling Rd E, Huangpu District. Telephone: 021-63280293.
- ◆ **St. Peter's Church Shanghai**. English, Korean, French, and German Masses are available. Open: 08:30-20:30. English Masses: Sat 17:00, Sun 12:00. Address: 270, Chongqing Road S., close to Fuxing zhong Rd, Huangpu District. Telephone: 021-64670198, 67678181

### B.7.3 Christian

- ◆ **Kunshan Christian Church**. Address: No. 153, Hongfeng East Road, Kunshan. Public Transportation: Take Bus. 32 from DKU Station to Kai De Plaza Station (about 50 min). Didi/Taxi: about 20 min (about ¥30). Telephone: 0512-57555444
- ◆ **Suzhou International Fellowship**. Sunday Worship 11:00-12:30 pm. Free Kunshan Shuttle Bus Service (email [elders@thesif.org](mailto:elders@thesif.org) for more information). Address: Dushu Lake Church, 99 Cui Wei Street, Suzhou SIP. Email: [sifpastor@gmail.com](mailto:sifpastor@gmail.com)
- ◆ **Grace Church Shanghai**. English and Chinese Masses. Address: 375, Shanxi Rd N., close to Beijing Rd W. Jing'an District. Public Transportation: 10 minutes' walk from West Nanjing Rd Station of Metro Line2. Telephone: 021-62539394, 62585598.
- ◆ **Abundant Grace Church Shanghai**. Abundant Grace International Fellowship is also known as the English Service of Hong En Church. Services are Sundays at 15:00. Address: 455, Hongfeng Rd, close to Mingyue Rd, Pudong New District. Telephone: 021-50307556.



- ◆ **Moore Memorial Church** (Mu En Tang) Shanghai. Hours: Sun 07:30, 09:00, 14:00, and 19:00. Address: 316, Xizang zhong Rd, close to Hankou Rd, Huangpu District. Public Transportation: People's Square Station of Metro Line1/Line2/Line8. Telephone: 021-63225069.
- ◆ **Shanghai Community Church** (Guo Ji Li Bai Tang). Shanghai Community Church is the largest Christian Church in Shanghai. SCF is an international church serving the international community in the heart of Shanghai, China. Address: 53, Hengshan Rd, close to Wulumuqi Rd S, Xuhui District. Public Transportation: Hengshan Rd Station of Metro Line1. Telephone: 021-64376576
- ◆ **Mu'en Church Shanghai**. Address: No.316 Xizang Middle Road, Huangpu District, Shanghai 200000, China. Telephone: +86 21 6322 5069

#### B.7.4 Jewish

- ◆ **Kehilat Shanghai**. <https://www.kehilatshanghai.org/>. Email: [Hannah@kehilatshanghai.org](mailto:Hannah@kehilatshanghai.org)
- ◆ **Shanghai Jewish Centre**. Address: Shang-Mira Garden Villa #1, 1720 Hong Qiao Road, Shanghai. Telephone: 21-62780225
- ◆ **B'nai Yisrael Shanghai**. Address: 1277 Beijing Rd 19th floor. Telephone: 21-62899903

#### B.7.5 Muslim

- ◆ **Suzhou Taipingfang Mosque**. Address: No. 29, Taipingfang, Gusu District, Suzhou (near Stationary Building). Public Transportation: Take Bus 129 from Da Yu Bay Station to Hubin Garden Station. Change to Bus C1 to Zhongnan Street. Change to Route 1(Underground train) to Le Qiao Station. Then change to Bus 301 to Aihe Bridge Station (about 2 hours 9 min). Didi/Taxi: about 1 hour and 7 min. (about ¥104). Telephone: 0512-65334325
- ◆ **Shanghai Xiaotaoyuan Mosque**. Address: 52 Xiaotaoyuan Street, Nanshi District, Shanghai
- ◆ **Shanghai Songjiang Mosque**. Address: 43 Middle Part of Middle Mountain Road, Songjiang District, Shanghai.
- ◆ **Shanghai Fuyou Road Mosque**. Address: 378 Fuyou Road, Shanghai

#### B.7.6 Taoist

- ◆ **Kunshan Dongyue Temple**. Address: No. 8, Zhonghua Rd, Shipai Sub-district, Bacheng Town, Kunshan. Public Transportation: Take Bus 22 from DKU Station to Haifeng Apartment Station. Walk to Beimen Rd. and Xiaolin Rd. Station to take Bus 1 or K1. Get off at Xinsheng Terminal Station. Then walk to Luyang Station to take Bus 105. Get off at Maosha Tang Rd. and Shi Jin Rd. Station. Walk for another 1 km. (about 2 hours in total). Didi/Taxi: About 25 min. about ¥35. Telephone: 15371479066

### **B.8 LGBTI+**

Same sex marriage has not been legalized in China mainland and there is no specific law to address discrimination on sexual orientation, gender identity, or gender expression. Attitudes toward sexual orientation and gender identity can vary greatly depending on regions and social context. If you need assistance and resource information, please contact a staff member in the Office of Student Affairs.

- **Shanghai Pride**: Founded in 2009, [Shanghai PRIDE](#) is the first and only LGBT Pride festival in China mainland. The week-long activities in June include opening and closing parties, a “Pink Picnic”, film and theatre nights, panel discussions, sports events, and art exhibitions
- **Shanghai Queer Film Festival**: Found in 2016, the Shanghai Queer Film Festival features films from around the world about love and queer culture for one week in September. All events are free

### ***Appendix C: (General) Examples of Complaints and the Process***

Complaints are handled on a case by case basis and the outcome heavily depends on the specifics of the situation. This appendix simply provides a sample to the process and does not dictate the final and actual executed process for any official complaint filed/reported.

#### **Example 1**

The student is unhappy with the food in the Cafeteria

- **Informal Process**: The student reaches out to the DKU Campus Food Service Committee to express their concerns about the food

- **Resolution or Outcome:** Their concerns are heard and addressed by the committee. Allow for 3-4 weeks to have the issue addressed. If the concerns about the food persist, the student may initiate a formal complaint process
- **Formal Process:** The student submits a student incident form with a complaint about the food in the cafeteria. The incident report should explain how the issue was shared and addressed by the Campus Food Service Committee, and that, after 3-4 weeks, the concern persists
- **Next Step:** The incident report is sent to the Food Services Manager, who is asked to set up a meeting with the student to address their complaints about the food. The Food Services Manager invites the student to a meeting. If the student has friends who also have concerns, they can be invited to join
- **Resolution or Outcome:** The student attends the meeting and invites three friends who also have shared concerns about the food. An email is sent by the Food Services Manager to the students explaining the measures that will be taken in response to their feedback meeting and thanking the students. Within 2 weeks, the students attest that their recommendations were taken into account and some changes have been made.

### Example 2

A professor made a remark during class, which a student considered to be racist towards their culture

- **Informal Process:** The student approaches the professor during office hours and shares his/her thoughts about the remark
- **Resolution or Outcome:** The professor apologizes as he/she did not realize that the remark was racist. The issue is resolved. If another similar incident occurs, the student may initiate a formal complaint process
- **Formal Process:** The student submits a student incident form with a complaint about the two events and the faculty member involved. The student should note in the report the instance in which the professor apologized and assured the student that the situation would not happen again
- **Next Step:** The incident report is forwarded to the Dean of Undergraduate Studies
- **Resolution or Outcome:** The issue/concern will be investigated and handled/ addressed through the mechanisms established by the Academic Affairs area. The result will be based on the investigation outcome from Academic Affairs

### Example 3

During an event on campus, which is serving alcohol, a student is approached by a staff member and is offered an alcoholic drink. The student expresses that he/she does not drink and does not accept it. The staff member continues to pressure the student to take the drink. Finally, the staff member makes a joke and then walks away.

- **Informal Process:** The student writes an email to the staff member to share that they do not drink and felt uncomfortable when the staff member did not respect their wishes. The student also shares that they felt that it was inappropriate for the staff member to make a related joke before leaving
- **Resolution or Outcome:** The staff member does not respond. At the following event, the staff member once again offers the students a drink and tells them that they know they do not drink but should consider doing so, given all the stress they have as students
- **Formal Process:** The student submits a student incident form to report what they felt was inappropriate behavior from the staff member
- **Next Step:** The complaint is forwarded to the staff supervisor to address the issue with the staff member
- **Resolution or Outcome:** The staff supervisor requests a meeting with the student making the complaint. The staff supervisor will then have a meeting with the staff member to address the general issue of offering alcohol to students, which is prohibited to ensure that students' wishes not to drink are respected. This is done confidentially without disclosing student names. The staff supervisor emails the student who filed the complaint to inform them that it has been addressed and to encourage the student to let the university know if it occurs again

### Example 4

A student shares a personal story with a staff member and asks them to keep it confidential. The staff member then shares the story with another colleague over lunch. The student overhears the story being shared while he/she walks by.

- **Informal Process:** The student emails the staff member requesting for a meeting at their office. The student attends the meeting and explains why he/she feels that it was unprofessional for the staff member to share the story

- **Resolution or Outcome:** The staff member apologizes. The student expresses that they appreciate the apology but do not feel comfortable sharing information with them in the future. The student feels that their trust has been betrayed. A week later, the student hears the staff member sharing their story with another person
- **Formal Process:** The student submits a student incident form to file a complaint on the staff member due to them not respecting their confidentiality and continuing to share their personal story
- **Next Step:** The complaint is forwarded to the staff supervisor to address the issue with the staff member
- **Resolution or Outcome:** The staff supervisor invites the student for a meeting to discuss the full details on how their confidentiality was violated. The staff supervisor apologizes and assures the student that they will have a conversation with the staff member and that an appropriate follow up will occur so that this matter does not occur in the future. The staff supervisor reminds the student that this situation is not the norm as staff and faculty are expected to keep confidentiality when issues are discussed with students unless there is a high risk of the students hurting themselves or others

### **Example 5**

The student is not selected as part of the athletic team after tryouts. The student feels like the coach was not fair and just chose the students he personally knew.

- **Informal Process:** The student addresses this concern with the coach
- **Resolution or Outcome:** The coach explains the selection process and showcases transparency
- **Formal Process:** The student submits a student incident form and/or emails the Director of Athletics to share his/her concerns on the selection process for the athletic team
- **Next Step:** The Director of Athletics calls for a meeting with the student to get more details about their concerns
- **Resolution or Outcome:** The Director of Athletics meets with the coach to get a finalized list of the selected students and asks for an explanation as to why others were not selected. The student is then contacted and informed of
  - If the selection process is found to be done fairly and appropriately, then the reasons why certain players were selected. Additional proof of the impartiality of the selection process is also provided
  - If the selection process is found to be biased, then the Director of Athletics will explain how this will be addressed with the possibility of doing team selections again with a more transparent process

### **Example 6**

A student receives a WeChat request from a faculty professor.

- **Informal Process:** The student emails the professor to share that he/she does not accept WeChat requests from people other than his/her friends. The professor responds to the email and suggests that the student adds the professor in case they need help completing class assignments. The professor then encourages the student to talk outside of class
- **Resolution or Outcome:** The student feels uncomfortable; especially not knowing how the professor got his/her WeChat contact. The student messages other classmates to find out if they received similar requests. No other student has received similar requests. At this point, the student does not feel comfortable in continuing an informal process
- **Formal Process:** The student submits a student incident form explaining the situation pertaining to the professor's inappropriate messaging
- **Next Step:** The complaint is identified as potential sexual harassment and is directed to the Dean of Student Affairs for investigation
- **Resolution or Outcome:** The situation is investigated as a sexual harassment case. The concern/ complaint will be investigated through the student conduct process as an alleged sexual harassment violation case. The result will be based on the investigation's outcome from the student conduct process