About Shanghai Institute of Foreign Trade (SIFT)

The Shanghai Institute of Foreign Trade (SIFT) is an institution for higher learning specialising in international business. The SIFT teaching faculty employ modern educational approaches drawing from their extensive links to international education and the business community. In the past forty-six years, SIFT has produced international business professionals that provide the backbone to multinational and foreign enterprises.

SIFT comprises two campuses in Gubei and Songjiang. RMIT programs are delivered at the Songjiang campus, which is approximately 37km from the city centre in the modern Songjiang University Town.

RMIT University programs at SIFT

In partnership with SIFT, RMIT University offers the following programs through the SIFT-RMIT International Business School:

- Bachelor of Business (International Business)
- Bachelor of Business (Logistics & Supply Chain Management)
- Master of Business (Logistics Management)
- Diploma of Commerce
Address & location map
Address: Wenxiang Road 1900, Songjiang, Shanghai, China
Webpage: http://www1.shift.edu.cn/english

Teaching model
Programs offered at SIFT conform to RMIT Offshore Teaching Models Policy
http://www.rmit.edu.au/browse;ID=8p7zirg38po6z. RMIT academic and
teaching staff contribute ongoing advice and support to their counterparts
in Shanghai, moderate assessment tasks and approve results. Some
RMIT courses at SIFT are taught entirely by SIFT staff using teaching and
assessment resources provided by RMIT. For other courses offered at SIFT
Melbourne academics or teaching staff may provide 15 hours of face to face
tuition and follow up discussion with students over a four day teaching visit.
SIFT Staff teaching into RMIT academic programs may also be employed to
teach into other academic programs offered at SIFT.

Academic & administration
Library online resources - Melbourne
The RMIT Library’s information resources and online databases, e-journals
and e-books are accessible from offshore locations via the Library website
at www.rmit.edu.au/library using your RMIT University staff (NDS) login
where requested.

Library facilities - SIFT
The Information Center Building houses a library, a language center, a business internship center, a computer center, an internet center, a multimedia education software design center, as well as conference halls.

Online course resources
The Learning Hub is the point of entry to online teaching and learning resources for staff at RMIT. The Learning Hub is located at:
http://www.rmit.edu.au/learninghub

Practical help guides are located at the following Blackboard site:
LSTS Learning Systems Technical Support

Student access to online learning resources is provided via the Studies tab at the myRMIT Studies student portal http://www.rmit.edu.au/myrmitstudies

Copyright
Copyright is taken very seriously by RMIT University. Ensure that all materials you provide are copyright-compliant. Simple copyright guides are located on the Copyright Management Service website http://www.rmit.edu.au/copyright

Useful guides include:

Offshore delivery of copyrighted materials:
http://mams.rmit.edu.au/6n9nlb5dypdw1.pdf

Student feedback & evaluation
Convey any student feedback you receive during your visit to our SIFT contacts as a matter of courtesy. At the end of your visit SIFT staff may administer a student survey. This evaluation will be sent to the RMIT Academic Program Coordinator.

RMIT University contacts for offshore deliveries

- **Academic Program Director** is the overall coordinator of academic programs, and provides academic guidance, course assignments and examinations.

- **Academic Course Coordinator** provides learning support and continuous assessment instruments.

- **School administrative staff** assists in the overall student and program administration of the programs.

- **Academic Registrar’s Group** has responsibility for offshore academic policy, student administration, graduations and Special Consideration.

SIFT contacts
Should you need assistance while in Shanghai, the following SIFT staff may be contacted:
Ms Kitty Zhang
Administrator, RMIT Programs
+86 21 6770 3234
Organising your trip

The Travel Policy and Procedure is accessible at:
http://www.rmit.edu.au/browse/Staff/Administration/Policies%20and%20procedures/Human%20resources/Travel

This procedure applies to all RMIT staff and students and to anyone undertaking travel on behalf of RMIT or funded in whole or part by RMIT. The RMIT Travel Procedure encompasses the following:

- Travel Portal
- Responsibilities of Travellers and Arrangers
- Domestic & International Travel Procedures
- Accommodation
- Staff expense reimbursement procedure (per diem)
- Corporate credit card and policy procedures
- Vaccinations and traveller health guidelines
- Passports, visas and other services guidelines
- Travel Insurance
- Travel Approval Matrix

Facts about Shanghai

The following facts about Shanghai are provided in consolidated form from Expat Focus, Executive Planet, Smart Traveller, World Travel Guide and Wikipedia.

Location

China is the world's third-largest country, after Russia and Canada. It is located in the north-eastern part of Asia, along the Pacific Ocean coastline. China's landscape consists of basins, foothills, lakes, rivers, plateaus, and plains. Nearly two-thirds of the country is mountainous.

Shanghai is the largest and most developed metropolis in China. It lies at the mouth of the Yangtze and is located at the middle part of the coast of mainland China. Shanghai can roughly be divided into three main areas:

a) Pudong, which lies across the Huangpu river from the main city, is rapidly developing as the city's financial centre and an upscale residential district.

b) the downtown area around Nanjing Road, which is the main tourist and shopping area; and

c) the western suburbs towards the airport where the offices of many foreign companies are located.

Climate

China has a variety of climates due to its size and diverse geographic features. There are four distinctive seasons in the central region, around the Yangtze and Huaihe river valleys, and the Shanghai area to the east. Summers are long and humid, but winter temperatures fall well below freezing. This region also includes the cities of Wuhan, Chongqing and Nanjing.
Timezone
GMT+8

Getting around
The Shanghai Metro is a convenient and inexpensive mode of transportation. The system includes both light railway and subway/underground lines. Tickets for the metro can be purchased at the ticket booth or from the ticket vending machines at the stations. RMB1 coins are needed for the machines. In operating the machines, the button for the value of the ticket must be punched in before putting the money in the machine. The metro platforms are entered through a turnstile. The ticket is necessary to exit stations.

Fares for a single ride vary between RMB3 and RMB8, depending on distance. A standard ticket allows the passenger to takes Lines 1 to 11 in one trip. A one-day ticket provides 24-hour access to Lines 1 to 11. The Smartcard allows access to the metro system as well as transfers to some buses and taxi. For more information on fares, routes and timetables, visit the Shanghai Metro http://www.shmetro.com/node155/node156/201004/con103729.htm

Shanghai metro route map
Travel to and from the Pudong International Airport is very quick on the Maglev Train. The connecting station to and from the metro system is on Longyang Road via Lines 2 and 7. The official Shanghai Maglev train website http://www.smtdc.com/en/index.asp provides information on fares, timetables and travel time.

Taxis are a relatively cheap form of travel in metropolitan Shanghai. Travel by taxi in the downtown area is difficult and time consuming, especially during peak periods. Should you decide to travel by taxi, it is best to have the address of the destination written in Chinese characters on a piece of paper to show the driver or show the destination using a map. Drivers are obliged to use the meter; standard fares start at about RMB11 for short distances. RMB3.33 are charged for each additional mile (1.61km).

Health Tips
There are no immunizations required for Shanghai however it is recommended to have vaccinations for Hepatitis A and B. For up to date information on health and safety check http://www.smarttraveller.gov.au/zw-cgi/view/Advice/China

The medical care available for business visitors and expatriates in the main cities is satisfactory. In Shanghai, Guangzhou, Beijing and other cities, there are hospitals which employ international medical staff and have VIP wards in which foreigners can be treated.

For urgent medical care, International SOS in Shanghai can be contacted at:
   International SOS (China) Ltd. Shanghai Branch
   Unit 2907-2910, 2 Grand Gateway
   3 Hongqiao Road
   Xu Hui District
   Shanghai, PR China 200030 China
   Admin Phone: +86 (0)21 5298 9538

Obtaining Western medicine can be a challenge in Shanghai – even for over-
the-counter medicines. China has strict rules on importing medicine and it is not unusual for the Western pharmacies attached to the clinics to have limited medication or standard medication at very high prices. Visitors should take supplies of health care products and copies of prescriptions especially when staying in China for a period of time.

Food in China is varied. It is advised that you take care about eating seafood and meat from smaller restaurants during the summer. Take care when eating at small street-side stalls or hawker restaurants where standards of hygiene may not be high by western standards.

Tap water is generally unsafe and best avoided even when boiled. It is recommended that you drink and brush your teeth with bottled water. Unless one is in a quality restaurant, consider foregoing the salad. Fruit should be thoroughly washed with bottled water and preferably peeled before eating.

**Emergency contacts**

In general emergencies can be reported by dialling 110 (In Shanghai, an alternative contact number for foreigners is +86 21 63215380). To call for an ambulance or report a fire, call 119 or +86 21 53213535.

The Australian Consulate-General office in Shanghai is located at:

Level 22, Citic Square
1168 Nanjing West Road, Shanghai.

Telephone: +86 21 2215 5200; Fax: +86 21 2215 5252

For up to date information on health and safety visit:


**Resources**

RMIT Offshore Teaching Models Policy
[http://www.rmit.edu.au/browse;ID=8p7zirg38po6z](http://www.rmit.edu.au/browse;ID=8p7zirg38po6z)
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<td><strong>Travel checklist</strong></td>
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<td>□ Airline tickets</td>
<td>RMIT will arrange for tickets and visas – you will need to ensure you have a valid passport and photos for the visa. Check visa requirements <a href="http://www.dfat.gov.au/visas/index.html">www.dfat.gov.au/visas/index.html</a></td>
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You may be reimbursed for costs so keep your receipts. |
| □ Travel insurance | [http://www.rmit.edu.au/browse;ID=w6e7h8dbild9z](http://www.rmit.edu.au/browse;ID=w6e7h8dbild9z) |
| □ Confirm bookings, travel dates, accommodation and other arrangements with Travel Administrator. | Ensure all your tickets agree with your itinerary, departure and arrival times are compatible with any connecting flights/transfers. |
| □ Consult with Course Coordinator regarding materials for class. |  |
| □ Copies of guide books and maps. | Locate directions on how to get to the partner campus (as well as having the details of a local contact person). Other logistical information such as getting from the airport to the hotel, location of the hotel in relation to airport and campus, etc. |
| □ Emergency information | Compile a list of contacts, phone numbers and websites  
An SOS card is available from your college travel coordinator.  
Make photocopies of your documents, itinerary, airline tickets, credit cards, birth certificate, and travel insurance documents. Leave a set of copies with someone at home, and take a copy with you but keep them separate from the originals while you are travelling. |
| □ Complete per diem form |  |
| □ Organise money credit/debit cards and travellers cheques |  |
| □ Convert money to overseas currency |  |
| □ Mobile phone, charger and adaptor |  |
| □ Arrive at the airport at least two hours before your flight is due to depart |  |