

生活指南

Life Guide



大学生校园生活指南

Guide to University Students' Campus Life

第一章 各部门简介及联系方式

大学的学习生活是紧张、丰富而忙碌的，为更好地服务于同学们，下面将对学校的教学管理与服务部门进行简单介绍，学生可根据自身学习及生活需要，直接与其联系，全体教师将竭诚为大家服务。

Chapter 1 Introduction to the Departments and Contact Information

The university's study and life is intense, rich and busy. In order to better serve the students, the following will give a brief introduction to the university's teaching management and service departments. Students can directly contact them according to their own study and living needs, and all teachers will serve you wholeheartedly.

第一条：职能部门简介及联系方式 Introduction to Functional Departments and Contact Information:

| 职能部门 Functional Departments | 简 介 Introduction | 联系电话 Tel |
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| 教务处 Office of Academic Affairs | 教务处负责排课、调停课、借教室、校选课、转专业、考试安排、校历编制、学生评教、教学质量监控、学籍管理、学生证管理、大学英语四六级考试组织、毕业证和学生证管理、成绩审核与管理、教材订购与发放、实践教学与毕业设计管理等教学管理工作。 The Office of Academic Affairs is responsible for class scheduling, class arrangement and suspension, classroom borrowing, school elective courses, major transfer, examination arrangement, school calendar preparation, student evaluation, teaching quality monitoring, student status management, student ID management, CET-4&6 organization, diploma and degree management, scores review and management, textbook ordering and distribution, practical teaching and graduation design management, etc. | 68322434 (西城校区) 61209204 (大兴校区) 68322434 (Xicheng Campus) 61209204 (Daxing Campus) |
| 学生工作部（处） Student Affairs Department (Division) | 学生工作部（处）是负责学生思想教育、学生 事务管理与服务的职能部门。具体负责学生的思想政治教育、奖励、处分、资助、军训、党建、班级建设、宿舍管理、心理素质教育等工作。 Student Affairs Department (Division) is the functional department responsible for student ideological education, student affairs management and services. It is responsible for the students' ideological and political education, rewards, punishment, funding, military training, Party building, class construction, dormitory management, and psychological quality education. | 68322304 (西城校区) 61209212 (大兴校区) 68322304 (Xicheng Campus) 61209212 (Daxing Campus) |

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| 团委 Youth League Committee | 团委在学校党委的指导下开展全校团员青年的思想政治教育工作，负责全校各级共青团基层组织建设工作，组织开展校园文化活动、创新创业活动、社会实践活动、志愿服务活动等，为实施素质教育创造良好的外部环境，同时指导帮助学生会、研究生会、学生社团等学生组织开展工作。 Youth League Committee, under the guidance of the university Party Committee, carries out the ideological and political education work of the youth league members. It is responsible for the construction of grassroot organizations at all levels of the university, organizing campus cultural activities, innovation and entrepreneurship activities, social practice activities, volunteer service activities, and creating a good external environment for the implementation of quality education. At the same time, it guides the student union, graduate student union, student association and other student organizations to carry out their works. | 68322305 (西城校区) 61209407 61209246 (大兴校区) 68322305 (Xicheng Campus) 61209407 61209246 (Daxing Campus) |
| 研究生院 School of Graduate Studies | 研究生院负责学校学科发展规划和建设、学科经费管理、研究生导师遴选和聘任、研究生招生、研究生培养管理、研究生学位授予等工作；研究生院负责学校研究生思想政治教育、研究生奖惩助困、研究生就业等工作。 School of Graduate Studies is responsible for school discipline development planning and construction, discipline funding management, postgraduate tutor selection and appointment, postgraduate enrollment, postgraduate cultivation management, and postgraduate degree awarding. It is responsible for the postgraduate ideological and political education, postgraduate awards and punishment, aiding of the poor and postgraduate employment. | 68322370 (西城校区) 68322370 (Xicheng Campus) |
| 研工部 Research Department | | |
| 财务处 Finance Department | | |
| 招生就业处 Recruitment and Employment Office | 招生就业处（简称招就处），是负责学校普通本科层次招生、本科毕业生就业、学生档案管理、校友会工作以及招生、就业、学生档案管理、校友会相关研究工作的学校职能部门，下设综合办公室、就业指导中心和信息档案科。 Recruitment and Employment Office (referred to as the Recruitment Office) is the university functional department responsible for the general undergraduate recruitment, undergraduate employment, student file management, alumni association work, and recruitment, employment, student file management, and alumni association research. It has a general affairs office, an employment guidance center and an information archives section. | 68322507 (西城校区) 68322507 (Xicheng Campus) |

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| 图书馆 Library | <p>图书馆在2009 年与住建部中国建筑文化中心的中国建筑图书馆合作共建。现藏书160余万册，期刊1000余种，报纸100余种，技术标准、规范、标准图等上百种，数据库40余个，电子图书120万种。馆藏图书中近30%为建筑类图书，是全国建筑类图书最为齐全的高校图书馆之一。全馆采用计算机管理，读者自助借还，无线上网。除节假日外，图书馆一周七天开馆。</p> <p>The library was co-constructed with the China Architecture Library of China Architectural Culture Center of the Ministry of Housing and Urban-Rural Development in 2009. There are more than 1.6 million books, more than 1,000 kinds of journals, more than 100 kinds of newspapers, hundreds of technical standards, norms, standard drawings, more than 40 databases, and 1.2 million e-books, of which, nearly 30% of the collections are architectural books, and it is one of the university libraries in China with the most complete architectural books. The whole library is managed by computer, and the readers borrow and return books through self-service. In addition, wireless Internet access is also available. Except for holidays, the library opens seven days a week.</p> | 68322162 (西城校区) 61209294 (大兴校区) 68322162 (Xicheng Campus) 61209294 (Daxing Campus) |
| 国际合作与交流处 (国际教育学院) International Cooperation and Exchange Office (School of International Education) | <p>国际合作与交流处（国际教育学院）负责招收、组织、培养外国留学生，负责在校生的各类国际合作，如中美合作办学“2+2”、中英合作办学“3+1”、“4+1”等学位项目，负责北京市“外培计划”学生合作培养，国家留学基金委优秀本科生项目，负责各类短期英美语言文化交流、港澳台等各类假期语言文化交流和实习等短期出国项目，学生在校期间的各类海外学习和实习等教学环节的组织和管理工作。</p> <p>International Cooperation and Exchange Office (School of International Education) is responsible for recruiting, organizing and cultivating international students, responsible for various international cooperation of students, such as Sino-US cooperation in school running "2+2" program, Sino-British cooperation in school running "3+1" program, "4+1" and other degree programs, and responsible for students cooperation and cultivation in Beijing "external training program", and Excellent Undergraduate Program under China Scholarship Council. In addition, it is also responsible for all kinds of short-term English-language cultural exchanges, holiday language and cultural exchanges and internships in Hong Kong, Macao and Taiwan, and other short-term overseas programs, the organization and management of various overseas study and internships on school days.</p> | 68322205 (西城校区) 61209251 (大兴校区) 68322205 (Xicheng Campus) 61209251 (Daxing Campus) |

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| 资产与后勤管理处 Asset and Logistics Management Office | <p>资产与后勤管理处主要负责全校房屋、设备、公共设施等资产的分配、使用、管理和维护工作，负责学校能源管理和对后勤服务的监督检查；负责学生的医疗服务，包括西城校区门诊、大兴校区门诊、各类传染病预防控制、卫生知识宣教、公费医药审核报销、自费研究生的大病医保工作、学生入学及毕业体检、义务献血等工作。</p> <p>Asset and Logistics Management Office is mainly responsible for the distribution, use, management and maintenance of the university's housing, equipment, public facilities and other assets, as well as school energy management, supervision and inspection of logistics services. It is responsible for students' medical services, including Xicheng Campus Outpatient Clinic, Daxing Campus Outpatient Clinic, various infectious disease prevention and control, hygiene knowledge propaganda and education, free medical expenses review and reimbursement, self-funded postgraduate critical illness insurance, student enrollment and graduation physical examination, and voluntary blood donation.</p> | 68322314 资产管理 68322238 后勤管理 68322438 西城医务室 (西城校区) 61209120 大兴校医院 (大兴校区) 68322314 Asset Management 68322238 Logistics Management 68322438 Xicheng Clinic (Xicheng Campus) 61209120 Hospital of Daxing Campus (Daxing Campus) |
| 北建大物业管理有限公司 BUCEA Property Management Co., Ltd. | <p>物业公司下设综合办公室、质量管理部、财务部、经营开发部、工程动力中心、校园环境中心、学宿管理中心、大兴项目部，住宅物业项目部，承担学校的后勤服务保障工作。</p> <p>BUCEA Property Management Co., Ltd consists of a General Affairs Office, Quality Management Department, Finance Department, Operation and Development Department, Utility Center, Campus Environment Center, Dormitory Management Center, Daxing Project Department, and Residential Property Project Department, and undertakes the logistics service assurance work of the university.</p> | 68322409 (西城校区) 13720013937 (大兴校区) 68322409 (Xicheng Campus) 13720013937 (Daxing Campus) |
| 保卫部（处） Security Department (Division) | <p>保卫部（处）是学校安全保卫工作的职能部门，是公安机关的基层组织，主要职责是：负责师生户籍管理、校园治安、消防、交通安全管理及各类突发事件的处置，负责在校师生户籍及西城校区多功能卡的 管理、服务工作，负责在校师生户籍的管理工作，负责校园安全教育及师生政审等工作。</p> <p>Security Department (Division) is the functional department of the university's security work and the grassroot organization of the public security organs. Its main responsibilities are: responsible for teacher and student household registration management, campus security, fire protection, traffic safety management and disposal of various emergencies, household registration of teachers and students at the university, management and service of multi-function cards in Xicheng Campus, household registration management of teachers and students, campus safety education and teacher-student political examination.</p> | 68322506 (西城校区) 61209214 (大兴校区) 68322506 (Xicheng Campus) 61209214 (Daxing Campus) |

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| 网络信息管理服务中心 Network Information Management and Service Center | 网络信息管理服务中心负责全校信息化建设，包括校园网、数据中心、信息平台和一卡通系统的建设、管理、运维和服务。 Network Information Management and Service Center is responsible for the construction of the university's informatization, including the construction, management, operation and maintenance of the campus network, data center, information platform and all-purpose card system. | 68322588 (西城校区) 61209605 (大兴校区) 68322588 (Xicheng Campus) 61209605 (Daxing Campus) |
| 体育部 Sports Department | 体育部承担全校本科生的体育教学、课外锻炼、运动训练、竞赛以及《国家学生体质健康标准》测试等工作。 Sports Department undertakes physical education, extracurricular exercise, sports training, competitions, and the National Student Physical Health Standards test for undergraduate students. | 68322366 (西城校区) 61209514 (大兴校区) 68322366 (Xicheng Campus) 61209514 (Daxing Campus) |
| 新宇后勤管理服务中心 Xinyu Logistics Management and Service Center | 新宇后勤管理服务中心主要负责大兴校区的学生公寓管理、食堂餐饮服务、校区内水暖电设备运行服务、设施设备小修零修服务、校园环境保洁服务、校园绿化养护、商铺管理以及超市经营服务。 Xinyu Logistics Management and Service Center is mainly responsible for student apartment management, canteen catering services, water heating and electric equipment operation services, minor repair and repair services for facilities, campus environmental cleaning services, campus green conservation, store management and supermarket management services. | 61209129 (公寓管理) 61209136 (餐饮管理) 61209159 (物业管理) 61209133 (物业24小时报修电话) 61209129 (Apartment management) 61209136 (Catering management) 61209159 (Property management) 61209133 (Property 24-hour repair service call) |

第二条：各学院联系方式 School Contact Informati

| 学院教务管理部门 School Academic Management Department | | 联系电话 Tel |
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| 建筑与城市规划学院 School of Architecture and Urban Planning | 西城校区教务办公室 Academic Affairs Office of Xicheng Campus | 68322444 |
| 土木与交通工程学院 School of Civil & Transportation Engineering | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209150 |
| 测绘与城市空间信息学院 School of Geomatics & Urban Information | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209121 |
| 环境与能源工程学院 School of Environment and Energy Engineering | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209116 |
| 机电与汽车工程学院 School of Mechanical-Electronic and Automobile Engineering | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209602 |
| 电气与信息工程学院 School of Electrical & Information Engineering | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209156 |
| 理学院 School of Sciences | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209415 |
| 经济与管理工程学院 School of Economics & Management Engineering | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209504 |
| 文法学院 School of Humanity and Law | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209313 |
| 马克思主义学院 School of Marxism | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209215 |
| 体育部 Sports Department | 大兴校区教务办公室 Academic Affairs Office of Daxing Campus | 61209514 |

第二章 学习篇

第三条：为帮助同学们尽快地融入大学学习生活，下面将从学习园地、学籍管理、校园网络、图书借阅四个板块入手，分门别类地进行介绍。在选题方面，极大地融合了同学们普遍关心的学习问题，并最终形成了如下版本的问答内容，希望这赋有亲和力的对话方式能为你们的大学学习提供有价值的指导与服务。

第三章 学习园地

第四条：大学的学习特点是什么？

答：大学与中、小学相比，有自己的鲜明个性，主要表现在：

1、学习方式的自主性。大学采取老师的课堂讲授和学生的自习自学相结合的教学方式。大学老师的课堂讲授以知识系统脉络为主,重点解答教学内容的关键部分或是课程的难点、要点部分，其余部分要由学生自己去阅读教材或是辅导材料，并通过自主学习的方式来达到对知识的进一步理解和掌握。因此，同学们必须要学会独立学习，要善于自主安排课外学习时间、学习计划，自主掌握学习内容，自主选择学习方式和方法，要懂得抓住学习重点，懂得自我督促和检查。善于自学是大学生顺利成才乃至养成终身学习习惯的一个基本条件。

2、学习途径的广泛性。课堂教学是大学生获取知识的主要途，径但不是唯一途径。同学们在学习过程中既可以通过不同的途径和渠道吸收书本知识，还可以按照自己的学习兴趣去探求和获得课外知识，例如通过各种学术报告、讲座、网络资料、社会调查、参观考察、动手实验等等。学习渠道的广泛性，使得“死学习”变为了“活学习”。

3、学习内容专业性。大学教育的目的是培养专门人才，具有一定的职业倾向。学校开设的教学课程也充分体现着和服务于专业的需要。再者，同学们的学习目的也是要使自己掌握专业知识和专业技能。所以说，专业性是大学学习的重要特点之一。

4、学习内容选择性。大学的学习生活是丰富而宽泛的，在学习中，同学们除了完成专业的学习外，还可以根据自己的兴趣爱好和各种社会需求选择学习辅助专业和技能。学有余力的同学通过较多地选修课程来扩充自己的知识面，成为“厚基础、宽口径、高素质”的人才，这对于学生自身的成长和社会的发展是具有极大促进作用的所以说，选择性也是大学学习的又一重要特点。

5、学习方法的创新性。“创新是一个民族进步的灵魂”。同学们在系统学习知识、不断掌握专业技能的过程中要注重开拓自己的创新思维能力；根据学科发展的新观点、新理论、新成就以及当前学科研究的重点、难点、热点和焦点问题进行探索、思考，提出自己的见解，培养自己的创新意识；通过参与科技竞赛、学科竞赛、教师的科研课题等途径来培养自己的创新能力。

第五条：如何构建适合于大学生的学习观念？

答：对于刚刚开始大学生活的同学们来说，更新学习观念、构建适合学习型社会变化发展要求的学习观念，是迈向成功的重要基石。大学生应具有如下的学习观念：

Chapter 2 Study & Learning

Article 3 In order to help students fit in the university life as soon as possible, the following introduction will start with four sections: learning world, student status management, campus network, and book borrowing. In terms of topic selection, it greatly integrated the learning problems that students are generally concerned about, and finally formed the following version of the question and answer content. I hope that this friendly dialogue mode can provide valuable guidance and services for your university study.

Chapter 3 Learning Center

Article 4 What are the characteristics of university study?

Answer: Compared with primary and secondary schools, universities have their own distinct features, mainly in:

1.The independence of learning style. The university adopts a teaching method in combination of a teacher's classroom teaching and students' self-study. The teaching of the university teachers is mainly based on the knowledge system, focusing on the key parts of the teaching content or the difficulties and key points of the courses. For the rest part, students should read the textbooks or tutorial materials by themselves, and learn more about the knowledge through independent study. Therefore, students must learn to study independently, be good at self-arrangement of extracurricular study time and study plan, master the learning content, choose their own learning approaches and methods, understand how to grasp the key learning points and know how to perform self-supervision and inspection. Being good at self-study is a basic condition for college students to become successful and to develop lifelong study habits.

2.The extensiveness of the learning means. Classroom teaching is the main way for college students to acquire knowledge, but it is not the only way. In the process of learning, students can absorb book knowledge through different paths and channels, and can also explore and obtain extracurricular knowledge according to their own learning interests, such as through various academic reports, lectures, network materials, social surveys, visits, and hands-on experiments and so on. The extensiveness of learning channels can make “death learning” to a “live learning”.

3.The professionalism of the learning content. The purpose of university education is to cultivate specialized talents with certain career orientation. The teaching courses offered by the university also fully reflect and serve the needs of the profession. In addition, the purpose of the students' learning is to make themselves master professional knowledge and professional skills. Therefore, professionalism is one of the important characteristics of university study.

4.The selectivity of learning content. The study life of the university is rich and broad. In the study, in addition to completing professional studies, students can also choose to study auxiliary majors and skills according to their hobbies and various social needs. Students who have spare ability may expand their knowledge through more elective courses to become talents with “thick foundation, wide scope, and high quality”. This is a great boost to the growth of students and the development of society. Therefore, selectivity is another important characteristic of university study.

5.The innovation of learning method. "Innovation is the soul of a nation's progress." Students should pay attention to developing their own innovative thinking skills in the process of systematically learning knowledge and constantly mastering professional skills. Exploring and thinking according to the new viewpoints, new theories, new achievements, and the key points, difficulties, hotspots and focus issues in the current discipline research, proposing their own opinions and cultivating their own innovation consciousness. Developing your innovation ability by participating in scientific and technological competitions, academic competitions, and research projects of teachers.

Article 5 How to build a learning concept suitable for university students?

Answer: For students who have just started university life, updating learning concepts and building learning concepts that are suitable for the development of learning-oriented society is an important cornerstone for success. University students should have the following learning concepts:

1、终身学习观念。同学们要注重培养选择信息、判断信息、综合信息和分析信息的能力。如果大家能在大学生活中掌握这些能力，就可以在学习型社会中更好地生存，在终身学习的远航中平稳快捷地前进。

2、学科间的交叉学习。学科间的交叉、渗透、融合是科学发展的新趋势。同学们的学习既要追求某一门学科知识的系统性和完整性，还要更加强调学科的综合性和整体性。

3、主动学习。同学们要在学习中发挥主动精神，成为积极的学习者，成为整个教学活动的主体。

4、创新精神和创新能力。创新精神主要表现为人的好奇心、进取心、创造冲动、独立意识、怀疑品格和批判态度。创新能力则体现为人所具有的将创新可能性转变为现实的力量，包括创造性思维能力、组织计划能力和实践能力。在学习过程中，同学们要注重培养自己科学的批判精神，摆脱思维定势，善于提出新问题，从新角度思考和解决问题。

5、学习的个性化。学习手段现代化水平的提高使个性化的学习方式成为可能。现阶段，我校通过选修课程、专题讲座、网络教学、科技竞赛、实习实践等途径为同学们提供了大量自主选择学习内容的空间和平台。大家在制定学习方案时，应根据自己的客观条件和现实需求，选择并形成适合于自己的个性化学习模式，使我们每位同学的潜能都得到充分发挥。

第六条：大学学习有哪几种学习方法？

答：大学学习方法有很多，常用的、科学有效的学习方法有以下几种：

1、周循环学习法

周循环学习法是把一周的学习量提前做计划，并循环反复的学习方法。制定周一到周六的学习计划，每天完成，万一没有完成的部分在周日补充学习，这种方法有利于管理学习进度。具体步骤如下：

第一步：周日晚上制定周学习计划。根据自己总的学习进度，制定一周的目标。根据目标计算周一到周六的学习量，制定可行的、但又必须完成的学习计划。第二步：周一至周六按计划学习。根据计划学习量做好每日时间管理，每日结束前确认一下计划完成度，记录学习日志；第三步：周日彻底完成学习计划。把本周的学习完成情况总结一下。没有完成的部分在周日彻底解决。一周计划都完成了，就好好放松一下，然后做下周计划。

2、四环式学习法

四环式学习法是通过由面到点的综合概括，逐步缩小记忆范围，利用较短时间掌握全部材料内容的一种学习方法。它包括精读材料、编写提纲、尝试背诵和有效强化四个环节。具体步骤如下：

第一步：精读材料。就是对所学的内容，抓中心，细心阅读，根据材料的不同类型，不同份量，掌握其要点、重点和难点，理解知识间内在的必然联系，在脑子里形成一个知识网络。第二步，编写提纲。即在理解所学内容的基础上细致地进行筛选、概括、组织，然后根据材料的性质，用自己的语言，提纲挈领地编写提纲（每篇划分几部分，每部分划分几段，每段概括为一句话），从而使学习内容有条不紊，简单直观地展现出来。编写提纲是提高自

1.Lifelong learning concept. Students should focus on developing the ability to select information, judge information, synthesize information, and analyze information. If you can master these abilities in university life, you can survive better in a learning society and make progress smoothly and steadily in the long-distance lifelong learning.

2.Cross learning between disciplines. The intersection, penetration and integration of disciplines is a new trend in scientific development. Students' learning is not only to pursue the systematic and complete knowledge of a certain discipline, but also to emphasize the comprehensiveness and integrity of the discipline.

3.Active learning. Students should take the initiative in learning, become active learners, and become the main body in the entire teaching activities.

4.Innovative spirit and innovative ability. Innovative spirit is mainly manifested in people's curiosity, enterprising spirit, creative impulse, independent consciousness, skeptical character and critical attitude. Innovative ability is reflected in the power that people have to turn innovation possibilities into reality, including creative thinking ability, organizing and planning ability and practical ability. In the process of learning, students should pay attention to cultivating their own scientific critical spirit, get rid of the thinking set, be good at raising new problems, thinking and solving problems from a new perspective.

5.Personalization of learning. The improvement of the modernization level of learning means makes it possible to personalize the way of learning. At current stage, our university provides a large number of spaces and platforms for students to choose their own learning content through elective courses, special lectures, online teaching, science and technology competitions, internship and practice. When making a learning plan, everyone should choose and form a personalized learning model suitable for them according to their own objective conditions and realistic demand, so that the potential of each of our students can be fully realized.

Article 6 What are the learning methods for university study?

Answer: There are many university learning methods. The commonly used, scientific and effective learning methods are as follows:

1.Weekly cycle learning method

The weekly cycle learning method is to plan the quantity of study in one week in advance, and study repeatedly. Make a study plan from Monday to Saturday, which is completed every day. If the unfinished part is supplemented on Sunday, this method will be conducive to manage learning progress. The specific steps are as follows:

Step 1: Make a weekly study plan on Sunday night. Set a goal for the week based on your overall learning progress. Calculate the quantity of study from Monday to Saturday according to the goal, and develop a study plan that is feasible but must be completed. Step 2: Learn as planned from Monday to Saturday. Make daily time management according to the planned quantity of study, confirm the plan completion degree before the end of the day, and record the learning log. Step 3: Complete the study plan on Sunday. Summarize the completion of this week's study. Complete the unfinished part on Sunday. After the week's plan is complete, just relax and make a plan for next week.

2.Four-ring learning method

The four-ring learning method is a learning method that can gradually narrow the memory range through a comprehensive summary of face-to-point so as to grasp the contents of all materials in a short time. It includes four parts: intensively reading materials, writing outlines, trying to recite and effective strengthening. The specific steps are as follows:

Step 1: Intensively reading materials. It is to grasp the core of the content to be learned, carefully read it, grasp its main points, key points and difficulties according to the different types of materials, different importances, understand the intrinsic connection between knowledge, and form a knowledge network in the mind. Step 2: Write an outline. That is, make careful screening, summarization and organization based on the understanding of the learned content, and then use their own language to write an outline according to the nature of the material (each one is divided into several

学者智力活动的积极有效方法。层次分明、逻辑性强的提纲，便于识记和保持，有利于再现材料的“意义依据”，实际也就是“提要钩玄”。第三步，尝试背诵。就是对所编的提纲，按照顺序一遍一遍试着背诵（回忆）。遇到不会和不清楚的地方，再翻书本对照，进行“反馈”，然后有针对性地记忆薄弱环节进行二次“反馈”，这一过程是对学习材料进行迁移内化的过程。第四步，有效强化。就是用最短的语言，抓住概念内涵、实质和学习材料的核心内容，再对提纲进行压缩，使之成为简纲（把每句压缩为关键的几个字），然后针对简纲，进行强化记忆，在头脑中留下长久的印象。

3、框架式学习法

框架式学习法是指将有关的知识通过有条理的分析，归纳成一个“框架”，以便于理解和记忆。例如我们在学习某一学科或阅读某一本书时，往往会根据学科或书本的知识和内容，及其内部之间的联系，建立一个知识“框架”。这样不但便于我们理解和记忆内容，而且也便于我们每学一点新的知识，就能自觉地把它投到这个“框架”里去。不断向这个框架增加新的“信息”，并经常在头脑中呈现这个“框架”的内容，整理“信息”，调整信息的位置，这样就会取得更好的学习效果。

第七条：新生该如何阅读和使用培养方案？

答：本科专业培养方案是专业人才培养的纲领性文件，是高校本科教学工作的重要指导文件和依据。我校本科专业培养方案主要介绍专业的培养目标、专业特色、主干学科与课程等相关内容。其中，专业培养方案中的《专业指导性教学计划》是对在校期间所有理论课程以及实践环节的详细描述，通常按课程大类划分，对每门课的课程性质、学时、学分、考试性质、开课学期都有具体描述。

第八条：如何理解培养方案中必修课和任选课的概念？

答：必修课：培养方案中规定学生必须修读并取得相应学分的课程。包括各专业培养方案中的通识教育课、大类基础课、专业核心课、专业方向课及实践教学环节。任选课：按照培养方案规定的最低修读学分可以任意选择的课程，分为院级选修课和全校通选课两大类。院级选修课依据培养方案提供的课程选课，全校通选课依据不同类别所规定的学分要求，在选课平台上选课。

第九条：什么是通识教育课，如何进行网上选课？

答：自2016级起，学校对通识教育课程进行了全面的设计与改版。通识教育课程分为通识必修、通识核心以及通识选修课程三部分，均为各学院学生培养方案内规定的修读课程。其中，通识必修课主要包括思政类、外语类、军体类、计算机类及职规类课程；通识核心课分为经典赏析与文化遗产、哲学逻辑与文明对话、科技精神与社会发展、建筑艺术与审美体验、建筑艺术与审美体验五大类课程，目前学校规定学生必选其中的4类课程修读，且最低修读8学分；通识选修课分为创新创业类、工程实践类及复合培养类三类课程，要求学生可跨类任选3学分，具体修读要求等详细情况请参见《学生手册》。通识核心课及通识选修课为全校通选课程，需要学生自行在网上进行选课，选课时间一般安排在每学期开学初的前三周内。

网上选课方法：

parts, each part is divided into several paragraphs, and each paragraph is summarized in a sentence), so that the learning content can be represented in an orderly and intuitive manner. Writing an outline is a positive and effective way to improve the intellectual activities of self-learner. A well-defined and logical outline is easy to memorize and maintain, and is conducive to the reproduction of the "meaning basis" of the material. In fact, it is to make a brief comment. Step 3: Try to recite. It is trying to recite (memories) over and over again in order to the outline made. If you encounter something that is not understood and unclear, turn over the book for comparison for “feedback”, and then target the second “feedback” on memory weaknesses. This process is the process of migrating and internalizing the learning materials. Step 4: Effective strengthening. It is to use the shortest sentences to grasp the core content of the concept connotation, essence and learning materials, then compress the outline to make it a brief outline (compress each sentence into a few key words), and then intensify memory and leave a lasting impression in your mind.

3.Frame-type learning method

Frame-type learning method is to integrate relevant knowledge into a "framework" through methodical analysis for easy understanding and memory. For example, when we are studying a subject or reading a book, we often establish a knowledge "framework" based on the knowledge and content of the subject or book as well as their connections. This not only makes it easier for us to understand and memorize the content, but also allows us to consciously put it into this "framework" every time when we learned new knowledge. To constantly add new "information" to this framework, often present the contents of this "framework" in the mind, sort out the "information", and adjust the position of the information will achieve better learning results.

Article 7 How should freshmen read and use the cultivation plan?

Answer: The undergraduate specialty cultivation plan is a programmatic document for the cultivation of professional talents, and it is an important guiding document and basis for undergraduate teaching work in the university. Our undergraduate specialty cultivation plan mainly introduces the cultivation objectives of the specialty, specialty characteristics, main disciplines and courses. Of which, The "Professional Instructional Teaching Plan" in the specialty cultivation plan is a detailed description of all theoretical courses and practice links during the academic period. It is usually classified by course category, and the nature, length of schooling, credits, nature of examination, and semester of the course are described in detail.

Article 8 How to understand the concept of compulsory and elective courses in the cultivation plan?

Answer: Compulsory courses: It is stipulated in the cultivation plan that the compulsory courses are those courses that students must take and gain corresponding credits. Compulsory courses include general education courses, major basic courses, major core courses, major orientation courses and practical teaching links in all specialty cultivation plans. Elective courses: Refer to the courses that students may select at will to gain the minimum credits stipulated in the cultivation plan. They can be divided into two major categories: the school elective courses and the university elective courses. The elective courses at the school level can be selected according to the courses offered by the cultivation plan, while the elective courses at the university level will be selected on the elective platform according to the credit requirements stipulated in different categories.

Article 9 What is a general education course and how to select it online?

Answer: Since 2016, BUCEA has comprehensively designed and revised the general education courses. The general education courses can be divided into three parts: compulsory courses for general education, core courses for general education and elective courses for general education, which are the courses prescribed in the student cultivation plan of each school. Of which, compulsory courses for general education mainly include ideological and political courses, foreign languages, military training, computer and vocational rules. Core courses for general education are divided into five categories: classic appreciation and cultural inheritance, philosophical logic and civilization dialogue, scientific and technological spirit and social development, architectural art and aesthetic experience, architectural art and aesthetic experience. At present, the university stipulates that students must choose four categories of courses, with the minimum of eight credits. Elective courses for general education are divided into three categories: innovation and entrepreneurship, engineering practice and compound training. Students are required to choose 3 credits across the categories. For details, please refer to the Student Handbook. Core courses for general education and elective courses for general education are optional courses in the whole university. Students are required to select courses on the Internet. The time for course selection is generally arranged within the first three weeks at the beginning of each semester.

- 1、进入教务综合管理系统，输入学号和密码并登陆；
- 2、点击“选课管理” ➡ “选课方案” ➡ “校任选课”，在该页面可以查看到本学期校级选修课列表信息；
- 3、在想要选修的课程前面的选框中打钩，点击“确定”按钮，系统将弹出“选课成功”的提示；
- 4、点击“已选课程”，查看确认已选中的课程；如需退选，点击“已选课程删除”，在相应课程名称前面点击“删除”、“确定”，完成课程退选。

第十条：学生可否评价教师的教学质量？

答：可以，评教是赋予学生的一项权利和义务，是学校为提高教学质量而采取的重要措施之一。每学期从第 8 周起至学期期末教务处安排学生在教务管理系统中对授课教师的教学质量进行评价。学生参加评教有利于师生间的互动交流，有助于教师教学水平的提高。希望同学们公平、公正地评价每位授课教师，为学校全面提高教学质量作出自己的贡献。（注意：学生评教是匿名评价。只要有一门课程未进行评价将不能查看在校期间成绩、课表、考勤及个人信息。）

第十一条：如何申请病假、事假？

答：学生不能参加教育教学活动时，需申请办理请假手续，填写请假条，经班级导师及有关领导审批后方可效。具体要求如下：

- 1、3天之内（含3天），填写请假条，向导师请假。
- 2、3天以上至7天（含7天），填写请假条，报学院教务办公室审批。
- 3、8至30天（含30天），填写请假条，报学院主管教学院长审批。
- 4、超过30天者，须上报教务处、并转报主管教学学校长审批。请病假的同学需持学校指定或认可的医疗单位证明。无特殊理由，一般不得请事假。学生请假应由学生本人或教务员通知任课教师，因请假缺课超过 1/3 的学生将被取消该门课程的考试资格。

第十二条：因病假或事假，该如何申请办理缓考？

答：按学校规定，学生因病假或事假不能参加考试的，可以在课程考试开始前提出缓考申请。届时学生本人应携带病假或事假证明、缓考申请到所在学院教务办公室办理，若本人因特殊情况不能办理的，可由班长或家长代为办理。一般情况下，缓考课程不安排单独考试，学生可以选择参加课程重考，或者选择参加下一年级同一门课程的期末考试。

第十三条：去工地实习有何注意事项？

答：去工地实习，最为重要的是人身安全，同学们要遵守工地的各项规章制度及操作规程。另外，学校为去工地现场实习的同学统一购买了“团体意外伤害保险”。

The online course selection method:

- 1.Access to the academic management system, enter the student ID and password and log in;
- 2.Click on “Course Selection Management” ➡ “Course Selection Plan” ➡ “Campus Elective Course”. On this page, you can view the list of university-level elective courses for this semester;
- 3.Check the box in front of the course you want to select, click the “OK” button, the system will pop up the prompt “course selected successfully”;
- 4.Click on “Selected Course” to view and confirm the courses selected. To withdraw, click on “Delete Selected Course” and click “Delete” and “OK” in front of the corresponding course name to complete the course withdrawal.

Article 10 Can students evaluate the quality of teaching?

Answer: Yes. Teaching evaluation is a right and obligation given to students and is one of the important measures taken by the university to improve the quality of teaching. From the 8th week to the end of the semester, Academic Affairs Office may arrange students to evaluate the teaching quality of the instructors in the academic management system. Students participating in the evaluation of teaching is conducive to the interaction between teachers and students, which can help teachers improve their teaching level. I hope that the students may evaluate each teacher fairly and impartially and make their contributions to the overall improvement of the quality of teaching. (Note: Student evaluation is an anonymous evaluation. As long as one course is not evaluated, you will not be able to view the scores, class schedules, attendance and personal information during the academic period.)

Article 11 How to apply for sick leave or leave for personal affairs?

Answer: When students are unable to participate in educational and teaching activities, they should apply for leave and go through formalities, fill in written request for leave, which should be approved by the class supervisor and relevant leaders. The specific requirements are summarized as follows:

- 1.Within 3 days (including 3 days), fill in written request for leave to apply for leave from your supervisor.
 - 2.For more than 3 days to 7 days (including 7 days), fill in written request for leave and report it to Academic Affairs Office for approval.
 - 3.For 8 days to 30 days (including 30 days), fill in written request for leave and report it to the competent dean of the school for approval.
- For more than 30 days, it should be reported to Academic Affairs Office and transferred to the competent principal of the university for approval. Students who are on sick leave should have a medical certificate issued by the medical unit designated or approved by the university. If there is no special reason, no leave is usually allowed. If a student asks for leave, the student or the instructor should notify the class teacher, and the students who missed the class for more than one-third of the class due to leave will be disqualified from the examination of the course.

Article 12 How to apply for a delayed examination due to sick leave or leave for personal affairs?

Answer: According to the regulations of the university, if students are unable to take the examination due to sick leave or leave for personal affairs, they can apply for delayed examination before the start of the course exam. In this case, the student should bring the sick leave or leave certificate, and delayed exam application to the Office of Academic Affairs of the school. If the student cannot handle the case due to special circumstances, the class leader or the parents can handle it for the student. Under normal circumstances, a separate examination will not be arranged for the delayed-exam course, students can choose to take the course re-examination, or choose to take the final exam of the same course in the next grade.

Article 13 What are the precautions for going to the construction site for internship?

Answer: To go to the construction site for internship, the most important thing is personal safety. The students must abide by the rules and regulations as well as operating procedures of the site. In addition, the university will buy the “group accident insurance” for the students who go to the site for internship.

第十四条：如何购买教材？

答：每学期报到当日，教务处会组织书商到学校发售教材，届时同学们以班级为单位购买。新生的教材通常安排在军训后发售。具体售书时间和地点以通知为准。

第十五条：打算自行购买教材，购书有何去处？

答：学生可自行购买教材，部分购书地点有如下选择：

- 1、北京林森瀚海图书有限公司，联系电话：010-68657039；
- 2、百万庄图书大厦（机工类）；
- 3、建筑书店（建筑类）（甘家口大厦北面一层）；
- 4、建工出版社门市部（建筑类）（甘家口商场十字路口东北角）；
- 5、人大出版社门市部（外语、经管类）（人民大学东门外向北路口）；
- 6、海淀图书城；
- 7、北京图书大厦；
- 8、王府井图书大厦。

第十六条：如何借用绘图图板？

答：学生修读《画法几何》、《工程制图》等课程、参加课程设计以及毕业设计时，需要借用图板。我校借用图板需办理相关手续，学生以整班为单位办理，采用整班借用、整班归还的原则。大兴校区学生可拨打联系电话61209206，借用手续办理地点为后勤办公楼一层综合办公室；西城校区学生可拨打电话68322434，办理地点为办公楼二层教学服务大厅203。

第十七条：我校既有学科专业与硕士研究生专业之间有哪些对应关系？

答：学校现有34个本科专业，现有一级学科北京市重点学科3个、一级学科北京市重点建设学科2个。有12个一级学科硕士点，涵盖55个二级学科硕士点，有1个硕士学位授权交叉学科点，11个硕士专业学位授权点，是北京高等学校“城乡建设与管理”产学研联合研究生培养基地。

Article 14 How to buy textbooks?

Answer: On the day of the semester registration, Academic Affairs Office will organize the booksellers to the university to sell the textbooks. At that time, the students can purchase them on a class basis. Freshman's textbooks are usually issued after military training. The time and place of the specific book selling shall be subject to the notice.

Article 15 If a student plans to buy the textbooks by himself/herself, where can he/she go to buy them?

Answer: Students can purchase the textbooks themselves, and some of the book-selling places are as followed:

- 1.Beijing Linsen Hanhai Books Co., Ltd., Tel.: 010-68657039;
- 2.Baiwanzhuang Book Building (mechanical category);
- 3.Architectural Bookstore (architecture category) (1st floor, North of Ganjiakou Building);
- 4.Retail Department of Construction Industry Press (architecture category) (in the northeast corner of the intersection of Ganjiakou Shopping Mall);
- 5.Retail Department of the Renmin University Press (foreign languages and economic management categories) (in the north gate of the East Gate of Renmin University of China);
- 6.Haidian Book Plaza;
- 7.Beijing Book Building;
- 8.Wangfujing Book Building.

Article 16 How to borrow a drawing board?

Answer: Students need to borrow drawing boards when they take courses such as Descriptive Geometry, Engineering Drawing, or participate in course design and graduation design. It is necessary to go through the relevant procedures for borrowing the drawing board in our university. The students will handle it on a whole class basis according to the principle of borrowing and returning on a whole class basis. Students in Daxing Campus can call at 61209206, and the borrowing procedure handling place is at General Affairs Office at the first floor of Logistics Office Building. Students in Xicheng Campus can call at 68322434, and the borrowing procedure handling place is at Room 203, Teaching Service Hall on 2nd floor of the Office Building.

Article 17 What is the corresponding relationship between the existing disciplines and majors and the postgraduate majors in our university?

Answer: There are 34 undergraduate majors in the university, 3 first-level disciplines among key disciplines in Beijing and 2 first-level disciplines among key construction disciplines in Beijing. There are 12 first-level master's degree programs, 55 second-level master's degree programs, 1 interdisciplinary master's degree granting programs, and 11 master's degree granting programs. It is a joint graduate student cultivation base in industry-university-research cooperation of urban and rural construction and management in Beijing colleges and universities.

第十八条：我校既有学科专业与硕士研究生专业对照表

Article 18 Comparison Table between the Existing Disciplines and Majors and the Postgraduate Majors in Our University

| 学院 School | 优先对应学科名称 (学术型学位) Priority Corresponding Discipline | 本科专业名称 Undergraduate Major | 优先对应学科名称 (专业学位) Priority Corresponding Discipline |
|---|---|---|--|
| 建筑学院 School of Architecture and Urban Planning | 建筑学 Architecture | 建筑学 Architecture | 建筑学 Architecture |
| | 城乡规划学 Urban-rural Planning | 城乡规划 Urban-rural Planning | 城市规划 Urban-rural Planning |
| | 风景园林学 Landscape Architecture | 风景园林 Landscape Architecture | 建筑与土木工程 Architectural and Civil Engineering |
| | 设计学 Landscape Architecture | 环境设计 Environmental Design | 建筑学 Architecture |
| | | | 工业设计工程 Industrial Design Engineering |
| | 设计学 Design Science | 工业设计 Industrial Design | 工业设计工程 Industrial Design Engineering |
| | 建筑遗产保护 Architectural Heritage Conservation | 历史建筑保护工程 Historical Building Conservation Engineering | 建筑学 Architecture |
| 土木学院 School of Civil & Transportation Engineering | 土木工程 Civil Engineering | 土木工程 (建筑工程方向) Civil Engineering (construction engineering direction) | 建筑与土木工程 Architectural and Civil Engineering |
| | 土木工程 Civil Engineering | 土木工程 (建筑工程方向) Civil Engineering (construction engineering direction) | 建筑与土木工程 Architectural and Civil Engineering |
| | 土木工程 Civil Engineering | 土木工程 (建筑工程方向) Civil Engineering (construction engineering direction) | 建筑与土木工程 Architectural and Civil Engineering |
| | 交通运输工程 Traffic and Transportation Engineering | 交通工程 Traffic Engineering | 建筑与土木工程 Architectural and Civil Engineering |
| | 土木工程 Civil Engineering | 无机非金属材料工程 (建筑材料方向) Inorganic Non-metallic Materials Engineering (construction material direction) | 建筑与土木工程 Architectural and Civil Engineering |

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| 测绘学院 School of Surveying and Mapping | 测绘科学与技术 Surveying & Mapping Science and Technology | 测绘工程 Surveying and Mapping Engineering | 测绘工程 Surveying and Mapping Engineering |
| | 测绘科学与技术 Surveying & Mapping Science and Technology | 地理信息科学 Geographic Information Science | 测绘工程 Surveying and Mapping Engineering |
| 环能学院 School of Environment and Energy Engineering | 供热、供燃气、通风及空调工程 Heat & Gas Supply, Ventilation and Air Conditioning Engineering | 建筑环境与能源应用工程 Architectural Environment & Energy System Application Engineering | 建筑与土木工程 Architectural and Civil Engineering |
| | 建筑科学技术 Building Science and Technology | | |
| | 市政工程 Municipal Engineering | 给排水科学与工程 Water Supply and Drainage Science and Engineering | 建筑与土木工程 Architectural and Civil Engineering |
| | 市政工程 Municipal Engineering | 给排水科学与工程 (中美合作2+2) Water Supply and Drainage Science and Engineering (Sino-US cooperation 2+2 program) | 建筑与土木工程 Architectural and Civil Engineering |
| | 环境科学与工程 Environmental Science and Engineering | 环境工程 Environmental Engineering | 环境工程 Environmental Engineering |
| | 环境科学与工程 Environmental Science and Engineering | 环境科学 Environmental Science | 环境工程 Environmental Engineering |
| | 供热、供燃气、通风及空调工程 Heat & Gas Supply, Ventilation and Air Conditioning Engineering | 能源与动力工程 Energy and Power Engineering | 建筑与土木工程 Architectural and Civil Engineering |
| | | | |
| 机电学院 School of Mechanical-Electronic Engineering | 控制科学与工程 Environmental Science and Engineering | 机械工程 Mechanical Engineering | 机械工程 Mechanical Engineering |
| | 交通运输工程 Traffic and Transportation Engineering | 车辆工程(汽车工程方向) Vehicle Engineering (automotive engineering direction) | |
| | 交通运输工程 Traffic and Transportation Engineering | 车辆工程(城市轨道交通车辆方向) Vehicle Engineering (urban rail transit vehicle direction) | |
| | | 工业工程 Industrial Engineering | 工业工程 Industrial Engineering |
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| 电信学院 School of Electrical and Information Engineering | 控制科学与工程 Environmental Science and Engineering | 自动化 Automation | 建筑与土木工程 Architectural and Civil Engineering |
| | 控制科学与工程 Environmental Science and Engineering | 电气工程及其自动化 Electrical Engineering and Automation | 建筑与土木工程 Architectural and Civil Engineering |
| | 建筑技术科学 Science of Architectural Technology | | |
| | 控制科学与工程 Environmental Science and Engineering | 计算机科学与技术 Computer Science and Technology | 建筑与土木工程 Architectural and Civil Engineering |
| | 控制科学与工 Environmental Science and Engineering | 建筑电气与智能化 Building Electricity and Intelligence | 建筑与土木工程 Architectural and Civil Engineering |
| | 建筑技术科学 Science of Architectural Technology | | |
| 理学院 School of Sciences | 数学 Mathematics | 信息与计算科学 Information and Computing Science | |
| | 控制科学与工程 Environmental Science and Engineering | 电子信息科学与技术 Electronic Information Science and Technology | 建筑与土木工程 Architectural and Civil Engineering |
| 经管学院 School of Economics and Management | 管理科学与工程 Management Science and Engineering | 工程管理 Engineering Management | 项目管理 Project Management |
| | 工商管理 Business Administration | 工商管理 Business Administration | 工商管理 Business Administration |
| | 管理科学与工程 Management Science and Engineering | 市场营销（市场运营与策划） Marketing (market operation and planning) | 工商管理 Business Administration |
| | 管理科学与工程 Management Science and Engineering | 公共事业管理(招标采购方向) Public Service Administration (tender and procurement direction) | 项目管理 Project Management |
| 文法学院 School of Humanity and Law | 管理科学与工程 Management Science and Engineering | 法学 Law | 社会工作 Social Work |
| | 管理科学与工程 Management Science and Engineering | 社会工作 Social Work | |

Chapter 4 School Roll

Article 19 How to perform registration?

Answer: Before the start of each semester, students should go to Academic Affairs Office for registration of the new semester in accordance with the registration time prescribed by the university by holding student ID card and campus card.

Article 20 How to carry out the change of student status?

Answer: Any student who is involved in suspension of schooling, re-entry, postponing graduation, staying down (degrading), dropping out of school, transferring majors, transferring student status, etc., the student should submit a written request and relevant supporting materials, with the signature of the parents (guardian) of the student. The class instructor and the academic staff should first check them, and submit to the dean for signature and approval and for approval by Academic Affairs Office, and finally submit to the competent principal for approval. For the drop-out handling of students, it should be approved by the Principal's Office, and the results of the approval should be reported to the Beijing Municipal Education Commission for record. The consultation and application reception institutions for student status are the academic affairs offices of the schools, and students can also go directly to Academic Affairs Office for consultation.

Article 21 Can a student apply for major transfer?

Answer: Freshmen who meet the relevant requirements can apply for major transfer. For specific regulations, please refer to the 2016 version of Student Handbook on the management of undergraduate major transfer.

Chapter 5 Network

Article 22 How to use the network academic management system skillfully?

Answer: The teaching management and informationization and networking of teaching provide great convenience for students to obtain teaching management information, and also provide a basic platform and rich resources for students' personalized learning. The "Academic Management System" provides students with the functions of class schedule inquiry, scores inquiry, course selection, online teaching evaluation and online registration for English CET-4&6 examination. Visit <http://jwmis.bucea.edu.cn>: or click on the shortcut icon link "Academic Management System" at the bottom of the home page of Academic Affairs Office (Enter the student number and password to enter the

第四章 学籍管理

第十九条：如何办理报到注册？

答：每学期开学前，学生应按学校规定的注册时间，持学生证、校园多功能卡到国际教育学院办公室办理新学期注册手续。

第二十条：如何办理学籍变更手续？

答：凡涉及休学、复学、延期毕业、留（降）级、退学、转专业、转学等学籍变异的，以及其它涉及学生自身学业问题的情形，须由学生本人提出书面请求及相关证明材料，学生家长（监护人）签字同意，经班级导师和教务员初审，教学院长签字审核，教务处审定，最后上报主管校长批复。针对学生的退学处理，还需经校长办公会审批，审批后的处理结果上报北京市教育委员会备案。有关学籍问题的咨询、申请的受理单位为各学院教务办公室，学生也可直接到教务处咨询。

第二十一条：在校生可以申请转专业吗？

答：我校符合相关条件的大一新生可以申请转专业，具体规定可参考2016版学生手册中关于本科生转专业管理办法的修订文件。

第五章 校园网络

第二十二条：如何巧用网络教务管理系统？

答：教学管理和教学的信息化、网络化为学生获取教学管理信息提供了极大的便利，也为同学们的个性化学习提供了基础平台和丰富的资源。“教务管理系统”，为同学们提供了课表查询、成绩查询、选课、网上评教和英语四六级考试网上报名等功能。访问网址 <http://jwmis.bucea.edu.cn>:或者点击教务处主页下方的快捷图标链接“教务系统”，（输入学号和密码便可进入教务网络管

理系统（如下图）。需要同学们注意的是，初始密码为学号，第一次登录系统时，请及时修改系统初始密码，并注意保管好新密码。如果个人密码丢失，请持有效学生证件到所在学院的教务办公室办理密码初始化。

系统中有 10个较为常用的功能

1、点击 “方案成绩”

学生可查询课程考试成绩，共有五种成绩筛选方式：全部及格成绩、课程属性成绩、方案成绩、不及格成绩、本学期成绩查询。“成绩查询” 功能是同学们使用频率最高的一项，它可随时为大家提供成绩查询服务。

2、点击 “本学期课表”

方便学生查询当学期的个人课表。

3、点击 “方案完成情况”

可方便查询所学专业的全部课程计划、总学时、总学分、已经修读学分、已修读学时、已通过门数、未通过门数等信息。目的是为了帮助学生了解整个本科学习阶段的计划、安排及自我完成情况。

4、点击 “教学评估”

学生可对当学期的任课教师进行教学评价。

5、点击 “考试报名”

在此界面同学们可进行大学英语CET4、CET6的考试报名。

6、点击 “个人管理”

可查询学生本人的学籍信息、培养计划及学籍异动情况。

7、点击 “选课管理”

在此界面学生可进行网上选课及查询选课结果（目前可选课程只限于校级选修课）。

8、点击 “考务管理”：

学生可查询考试安排、考试成绩，还可进行考试报名。

9、点击 “教学资源”：

可方便查询课表及教室占有情况，同学们运用此模块可掌握自习教室的实时动态。

10、点击 “综合查询”：

此模块可满足同学们查询成绩、培养方案、课程安排、教材情况等多方面的内容。

network academic management system (see the figure below). Students need to pay attention to the fact that the initial password is the student number. When logging in to the system for the first time, please modify the system initial password in time and take care of the new password. If the personal password is lost, please go to the academic affairs office of your school with a valid student ID card for password initialization.

There are 10 commonly used functions in the system as followed:

1.Click on "Program Results"

Students can check the course exam results. There are five kinds of results screening methods: inquiry for all-pass results, course attribute results, program results, failed results, and semester results. The “Results Query” function is the most frequently used by the students, and it can provide you with the results inquiry service at any time.

2.Click on "The Semester Schedule"

It is convenient for students to check the personal schedule for the semester.

3.Click on "Program Completion"

It is convenient for students to inquire about all the course plans, total schooling hours, total credits, credits already completed, schooling hours already completed, number of passed course, and number of failed courses. The purpose is to help students understand the planning, scheduling and self-fulfillment in the entire undergraduate study period.

4.Click on "Teaching Assessment"

Students can evaluate the teaching of the class teachers during the semester.

5.Click on "Exam Registration":

On this interface, students can apply for CET-4 and CET-6 exams.

6.Click on "Individual Management":

Can check the student's own student status information, cultivation plan and student status changes.

7.Click on "Course Selection Management"

On this interface, students can conduct online course selection and query the results of the course selection (currently optional courses are limited to school-level elective courses).

8.Click on "Examination Management"

Students can check the exam schedule, test scores, and apply for exam registration.

9.Click on "Teaching Resources":

It is convenient to check the class schedule and classroom occupancy. Students can use this module to grasp the real-time dynamics of the self-study classroom.

10.Click on "Integrated Query":

This module can satisfy the students to check score results, cultivation programs, course arrangements, teaching materials and many other aspects.

第二十三条：课外自学有哪些网络学习资源？

答：1、“教学中心”平台（网址：<http://jxzx.bucea.edu.cn>）该平台可帮助教师和学生围绕所学习课程，开展多样化的在线教学交流与互动，有利于协作式学习和学生自主学习。学生还可以搜索我校的精品课程和国家级教学公开课等优秀资源，收看讲课录像或者访问学习材料。

（注意：登录教学中心与登录教务管理信息系统的帐号、密码一致）

2、“英语学习平台”（网址：<http://10.20.0.3>）进行英语课外学习。该平台由文法学院管理，主要由大学英语教学的各种软件搭建而成，包括外研社的 iTest、蓝鸽语言学习平台、四六级网考仿真平台等，还有供学生英语学习的影视频节目上万部。此平台深受广大学生的喜爱，对学生们的网络学习很有帮助。

第二十四条：“教学中心”平台有何具体内容？应如何利用它们进行课外学习？

答：我校“教学中心”平台内有“精品课程”和“网络课程”等课程网站，目前共有500多门课程网站。其中“精品课程”网站包括8门北京市级精品课程、56门校级精品课程（含15门在建课程）。“精品课程”课程网站的作用除进行课程展示、课程申报外，还极大地扩展和丰富了师生的课外教学活动。网站中的内容包括：课程介绍、教学大纲、教学日历、授课教案、电子课件、习题作业、模拟试卷、实验或实习任务书与指导书、学习参考书目等。同学们可以很方便地浏览和下载。

“网络课程”课程网站由任课教师上传教学内容和进行教学活动设计，任课教师根据授课学期、授课对象，开展与课程相关的课内外师生教学交流互动，如网上答疑、布置作业、主题讨论、在线测试等。同学们可向相关课程的任课教师询问具体安排。

同学们可以通过“教学平台”实现如下功能：

- 1、下载或者浏览老师的讲义或者其他教学材料；
- 2、在线完成老师布置的作业，并察看老师的电子批阅；
- 3、进行课程内容自测，系统自动判卷，反复练习，巩固学习效果；
- 4、直接进入各个课程网站和授课教师、同学一起进行互动学习；即使在课程结束后，也可以在【历史课程】模块中随时关注论坛答疑参与交流，回顾所学知识进行自测；

5、RSS源订阅功能；RSS订阅是用来和其他站点之间共享内容的一种简易方式，学生可以将自己经常浏览的一些站点通过订阅的方式链接到本站，只要登录系统，便不用再花费大量的时间从各种新闻网站上浏览资讯，在这里就可收集定制的新闻来查阅；

Article 23 What online learning resources are there for self-study?

Answer: 1. "Teaching Center" platform (website: <http://jxzx.bucea.edu.cn>). The platform can help teachers and students carry out a variety of online teaching exchanges and interactions centering on the courses they are learning, which is conducive to collaborative learning and student independent study. Students can also search for excellent resources such as our university's quality courses and national-level teaching open classes, watch lecture videos or access study materials.

(Note: The account and password of logging in teaching center and academic management information system are the same)

2."English Learning Platform" (website: <http://10.20.0.3>) for English extracurricular learning. The platform is managed by School of Liberal Arts and Law and is mainly composed of various softwares for college English teaching, including the iTest of FLTRP (Foreign Language Teaching and Research Press), the blue pigeon language learning platform, the simulation platform of CET-4&6 online test, and tens of thousands of English video programs for students. This platform is very popular among students and is very helpful for students' online learning.

Article 24 What specific contents are there on the "Teaching Center" platform? How to use them for extracurricular learning?

Answer: There are more than 500 course websites in our “Teaching Center” platform, including “Excellent Courses” and “Online Courses”. Of which, the “Excellent Courses” website includes 8 Beijing-level excellent courses and 56 school-level excellent courses (including 15 courses under construction). In addition to the course display and course declaration, the “Excellent Courses” website greatly expands and enriches the extracurricular teaching activities of teachers and students. The contents of the website include: course introduction, outline, teaching calendar, teaching plan, electronic courseware, exercise assignments, mock exam papers, lab or internship assignments and instructions, study reference books, etc. Students can easily browse and download them.

The "Online Courses" website allows the course teachers to upload the teaching contents and design the teaching activities. The teachers can carry out the teaching exchanges and interactions between the teachers and students in and outside the class according to the semester and the teaching subject, such as online Q&A, homework assignment, topic discussion, online test, etc. Students can ask the teachers of the relevant courses for specific arrangements.

Students can use the "Teaching Platform" to achieve the following functions:

- 1.Download or browse the teacher's handouts or other teaching materials;
- 2.Complete the homework assigned by the teacher online and check the teacher's electronic review;
- 3.Conduct self-test of the course content, the system can automatically mark papers, and practice repeatedly to consolidate the learning effect;
- 4.Directly access various course websites and interact with the teachers and classmates. Even after the course is over, students can still keep an eye on the forum for questions and answers, participate in communication, and review the knowledge learned for self-test in the [History Course] module;
- 5.RSS source subscription function;RSS subscription is an easy way to share contents with other sites, and students can link some sites they visit frequently to the site by subscription. By logging into the system, students may not have to spend a lot of time in browsing information from various news sites and can collect customized news here to check them;

- 6、在本课程的环境下，通过和同学的交流讨论，建构知识体系，分享学习成果；
- 7、随时和班级同学建立学习交流的在线环境，也可让辅导老师给予管理论坛的版主权限，创造属于自己的自由和谐的交流平台；
- 8、对于有趣的论题可以随时分享到其他的交互平台，让自己的朋友或更多有兴趣的人可以访问浏览；
- 9、按课程找到自己的同学通讯信息，不用再担心由于各种主客观因素而找不到同学的联系方式，还可发送站内信息。

第二十五条：我校教务处网站及其功能有哪些？

答：教务处门户网站包含教务处总体情况介绍、处领导及科室设置、办事指南、教学文件、师生常用表格文件下载、教务通知公告、教务工作新闻动态、教学工作简报以及卓越工程师培养等内容。

学生可通过快速入口链接到教务系统、教学中心、资源库（点击教务处网站上的快速入口“资源库”，可以在校内的网络环境中访问教学资源库。其中包含文本、图片、图像、动画、视频、课件、精品课等，是教师教学和学生学习的辅助材料）、试题库、实验管理系统、验示范中心，共计6个应用系统。

第二十六条：我校招生就业处网站及其功能有哪些？

答：我校招生就业处网站下设招生网、就业网、校友网三个子网站。分别介绍我校招生就业与校友的相关情况。同学进入www.bucea.edu.cn学校的主页下，通过招生就业栏目，可以进入招生网查询到招生录取信息、通过就业网可以查询到单位招聘信息和录入相关毕业信息（需要学号作为用户名和密码登陆）、通过校友网可以查询到校友信息。

第二十七条：访问校内网站和校外网站是否收费？

答：同学们访问校内网站不收费，不需要登录计费系统，直接输入我校校园网主页地址即可（http://www.bucea.edu.cn）。同学们访问校外网站是收费的，需要先登录计费系统，在计费系统界面上（http://jifei.bucea.edu.cn）输入上网账号的用户名和密码。

第二十八条：上网账号应该怎样开通？

答：目前，学校已为新生全面开通了上网账号，上网账号的用户名为本人学号（新生账号密码是其个人生日的八位数字），为保证大家上网账号的资金安全，请第一次登录后立即修改上网账号的密码。

第二十九条：上网账号应该怎样充值？

答：上网实行预充值计费，根据上网流量计费。同学们请通过一卡通自助机转账交纳网费，西城校区校园网服务地点在教2-105室，联系电话为68322588，大兴校区校园网服务大厅在基础教学楼B座101室，联系电话为61209605。

- 6.In the context of this course, through the exchanges and discussions with classmates, students can construct a knowledge system and share learning outcomes;
- 7.Establish an online environment for learning and communication with classmates at any time, and also allow the tutor to give moderator permission to manage the forum and create their own free and harmonious communication platform;
- 8.For interesting topics, students can share them with other interactive platforms at any time, so that their friends or more interested people can visit and browse them;
- 9.Find their own classmates' communication information according to the course, no longer worry about not finding the classmates' contact information due to various subjective and objective factors, and can also send the information in the site.

Article 25 What is the website of Academic Affairs Office and its functions?

Answer: The website of Academic Affairs Office contains the general introduction of Academic Affairs Office, department head and department setting, service guidance, teaching documents, downloading of common form files for teachers and students, announcement of educational affairs notice, news of academic affairs, teaching work briefing and training of excellent engineers, etc.

Students can link to the academic affairs management system, teaching center, and resource library through a quick access (click on the Quick Access "Resource Library" on the Academic Affairs Office website to access the teaching resource library in the campus network environment. It includes texts, pictures, images, animations, videos, courseware, excellent courses, etc. It is an auxiliary material for teachers' teaching and student learning), exam paper library, experiment management system, and experiment demonstration center. There are 6 application systems in total.

Article 26 What is the website of Recruitment and Employment Office and its functions?

Answer: There are three sub-sites of Admissions Network, Employment Network and Alumni Network under the website of the Recruitment and Employment Office of BUCEA. Let's introduce the relevant situations of recruitment and alumni of our university. Students can enter the home page of www.bucea.edu.cn. Through the recruitment and employment sections, they can enter the admission network to check the admission information, and can find the employment information and enter the relevant graduation information through the employment network (student number is required as the user name and password for login), and can find alumni information through the alumni network.

Article 27 Is there any charge for visiting on-campus websites and off-campus websites?

Answer: Students can visit the on-campus websites free of charge. They can directly enter the home page address of on-campus network (http://www.bucea.edu.cn) without need to log in to the billing system. However, visiting the off-campus websites is chargeable. Students need to log in the billing system first, enter the username and password of the online account on the billing system interface (http://jifei.bucea.edu.cn).

Article 28 How should the online account be opened?

Answer: At present, the university has opened an online account for every new student. The user name of the online account is the student number (the account password of a new student is the eight digits of his/her personal birthday). To ensure the security of the funds for everyone's online account, please change the password of the online account immediately after first log-in.

Article 29 How should the online account be recharged?

Answer: Pre-charged billing is implemented for surfing the Internet which is charged according to the Internet traffic. Students can pay the network fee through the self-service machine transfer of the campus card. The campus network service location of Xicheng Campus is in Room 2-105, and the telephone number is 68322588. The campus network service location of Daxing Campus is in Room 101, Block B, Basic Teaching Building, and the telephone number is 61209605.

第三十条：在宿舍应该怎么配置电脑才能上网？

答：我校宿舍内没有无线覆盖，同学们只能使用网线连接电脑上网。大兴校区学生宿舍每个房间配有4个网络端口，学生每人可以分配到一个端口，使用网线插入电脑网口即可上网。在宿舍上网无需配置IP地址，采取自动获取IP地址方式上网。西城校区学生宿舍每个房间配有一个网口。如果宿舍内只有一台电脑上网，同学们需要自己准备一根网线，把网线插入电脑网口即可上网。如果宿舍内有多台电脑上网，同学们需要另外准备一根网线和一台小交换机，把小交换机通过网线接入墙上网口，然后把个人电脑通过网线接入小交换机。上网的时候需要配置电脑的网关、IP、DNS等，本宿舍的上网配置信息在宿舍一楼会有张贴，配置的IP不可重复。

第三十一条：校园内可以无线上网吗？

答：目前西城校区的办公楼、教学楼、实验楼、图书馆；大兴校区基础A、B、C、D、学院A、B楼、机电、电信楼等教学、办公区域内已实现无线网络覆盖，同学们只要把笔记本或者手机设置为自动获取IP地址状态，搜到“BUCEA”的无线信号，使用本人的上网账号登录认证网关，便可在校园内无线上网冲浪了。

第三十二条：iStudent网络社区是什么？

答：iStudent网络社区是基于SNS技术而建立的校园新型门户社区。平台的用户为全体北建大师生，通过激活操作开通社区账号进行使用。系统具备基础社交功能、用户诉求反馈功能。

新生同学通过姓名+生日的验证方式，激活自己的账号，就可以进入iStudent网络社区。

1、找同学、找老乡

通过iStudent网络社区可以查找同学、老乡或感兴趣的社团组织，从此加入组织怀抱，大学生活不再孤单。

2、诉求功能

解决“门难进、脸难看、事难办”的问题，在校园遇到的任何问题都可以@相关部门进行解答。如果部门不及时回答，问题会上报给校领导，直接由校领导督办。

3、社交功能

发布足迹，发表照片，青春就要show出自己，让别人看到不一样的我，还能争取同学们的点赞，倍儿有面哦！

4、新生须知

事无巨细，面面俱到，大学事，先知道。还没步入建大校园，便仿佛已经在这里生活了三年。衣食住行、课程社团，办事指南，所有的问题都可以在这里找到答案，让你快速变成一个“建大通”。更多功能，等你来.....

Article 30 How to configure the computer in the dormitory to access the Internet?

Answer: There is no wireless coverage in our dormitory. Students can only use the network cable to connect to the computer. There are 4 network ports in each room in a student dormitory of Daxing Campus. Students can be assigned to one port so as to access the Internet by plugging into the computer network port with network cable. Students do not need to configure an IP address to access the Internet in the dormitory, instead, they can take the automatic IP address to access the Internet. There is one network port in each room in a student dormitory of Xicheng Campus. If there is only one computer to access the Internet in the dormitory, a student needs to prepare a network cable and plug the network cable into the computer network port to access the Internet. If there are multiple computers to access the Internet in the dormitory, the students need to prepare another piece of network cable and a small switch, connect the small switch to the wall network port through the network cable, and then connect the personal computer to the small switch through the network cable. When surfing the Internet, they need to configure the gateway, IP, and DNS of the computer. The configuration information of the dormitory will be posted on the first floor of the dormitory. The configured IP cannot be duplicated.

Article 31 Can students have wireless Internet access on campus?

Answer: At present, it can have wireless Internet access in the Office Building, Teaching Building, Laboratory Building and Library of Xicheng Campus. Daxing Campus Basic Buildings A, B, C, D, School Buildings A and B, Electromechanical Building, Telecom Building and other teaching and office areas have achieved wireless network coverage. Students only need to set the notebook or mobile phone to automatically obtain the IP address status, search for the wireless signal of "BUCEA", use their online account to log in the authentication gateway, and then they can surf the wireless Internet on campus.

Article 32 What is the iStudent online community?

Answer: The iStudent online community is a new campus portal community based on SNS technology. The users of the platform are all BUCEA teachers and students, and they can open the community account by activation operation. The system has basic social function and user appeal feedback function.

New students can activate their own account by name + birthday verification, and can enter the iStudent online community.

1.Looking for a classmate and a fellow-hometown

Through the iStudent online community, students can look for classmates, fellows or interested organizations, and join the organization so that their university life is no longer alone.

2.Appeal function

To solve the problem of "purposely creating difficulties, glum and unhappy looking, and making difficulties for handling", any problem encountered on the campus can be answered and handled by @ relevant departments. If the department does not answer in time, the problem will be reported to the university leader and directly supervised by the university leader.

3.Social function

Posting the footprints and publishing photos, everyone can show the youth, and let others see a different me, moreover, it may win the praises of the students. How wonderful it is!

4.Information for new students

Everything is in detail no matter how big or trivial. Take the first to know the college matters. Having not yet entered the BUCEA campus, students as if have lived here for three years. From basic necessities of life and course clubs to guidances, all answers can be found here for all questions, so that you can quickly become a "BUCEA know-all". More functions are waiting for you.....

第三十三条：学校有微信企业号吗？

答：学校有微信企业号，在微信中搜索学校名称，添加关注并身份认证后，即可使用学校微信企业号。北京建筑大学微信企业号是学校师生自己的移动门户，有非常多的校园轻应用。学校师生可以随时了解学校动态、新闻公告；查邮件、一卡通消费、课表、成绩、办公电话、班车摆渡车信息等；可以通过手机发起诉求、报修、咨询；还有包括医、食、行生活指南、学生帮忙、失物招领等和学校生活学习相关的各项服务。

第三十四条：课余时间，学生可在机房自由上机吗？

答：同学们可以在计算中心机房自由上机。其中，西城校区计算中心机房位于综合楼地下一层，其开放时间为：星期一~星期四：上午8:00-12:00，下午13:00-21:00；星期五~星期六：8:00-17:00。大兴校区计算中心机房位于基础教学楼B座二层，其开放时间为：星期一~星期五：上午8:00-12:00，下午13:00-22:00；星期六~星期日：下午14:00-22:00。

第六章 图书借阅

第三十五条：如何借阅图书馆文献？

答：持本人校园一卡通，即可到图书馆借阅图书。可先在校园网内登陆图书馆公共查询系统，查阅书籍分类索书号和位置，而后入馆借阅。借书出馆时，请持图书和校园一卡通在自助借还机办理，或到服务柜台一并交给图书管理人员办理借出手续。大兴校区图书馆图书可以外借。本科生可借图书40册，借期为1个月。研究生、留学生可借图书40册，借期为2个月。所借图书应在规定期限内归还，凡逾期1日罚款0.10元/册。如若书籍遗失或损坏，需按规定赔偿。西城校区图书馆图书不外借，只能在馆阅览。西城校区的同学，可通过在图书馆服务台申请来预约和调阅大兴校区图书馆的在库书籍，还可以通过图书馆主页浏览电子资源。

第三十六条：如何办理图书续借手续？

答：办理图书续借有两种途径：

- 1、持所借图书直接到图书馆自助借还台或服务台办理。
- 2、通过互连网进入图书馆的公共检索系统续借。登录图书馆主页（<http://lib.bucea.edu.cn>）点击“服务直达”——“预约续借”即可办理图书续借手续，用户名为读者一卡通编号，初始密码为6个零。

Article 33 Does the university have a WeChat enterprise account number?

Answer: Yes. Search for the university name on WeChat, add the attention. After identity verification, you can use the university WeChat enterprise account number. BUCEA WeChat Enterprise account number is a mobile portal for the teachers and students of the university. There are many campus light applications. The teachers and students can keep abreast of BUCEA trends and news announcements; check emails, campus card consumption, class schedules, scores, office calls, shuttle bus information, etc.; it can send appeal, repair, and consultation request through the mobile phone; it provides other services related to university life and study including medical, food, and living guide, as well as student help, lost and found, etc.

Article 34 In the spare time, can students freely use the computer in the computer room?

Answer: Yes, students can freely use the computer in the computer room. Of which, Xicheng Campus Computing Center computer room is located on the basement level of the complex building, and its opening hours are: Monday to Thursday: 08:00-12:00 a.m., 13:00-21:00 p.m.; Friday to Saturday: 08:00-17:00. Daxing Campus Computing Center computer room is located on the second floor of Block B of Basic Teaching Building, and its opening hours are: Monday to Friday: 08:00-12:00 a.m., 13:00-22:00 p.m.; Saturday and Sunday: 14:00-22:00 p.m.

Chapter 6 Borrowing Books

Article 35 How to borrow library literatures?

Answer: Students can go to the library to borrow books by holding their campus card. They can log in the library public inquiry system in the campus network, check the book classification number and location, and then borrow it from the library. When a student borrows a book, please take the book and the campus card at the self-service borrowing and returning machine for handling procedures, or go to the service counter and hand it over to the library clerk for the borrowing procedures. The books in Daxing Campus Library can be borrowed out. Undergraduates can borrow 40 books for a period of one month. Postgraduates and international students can borrow 40 books for a period of two months. The borrowed books shall be returned within the prescribed time limit, and the fine of one day overdue shall be RMB 0.10 per book. If the book is lost or damaged, it shall be compensated according to the regulations. The books in Xicheng Campus Library cannot be borrowed out and can only be viewed in the Library. Students in Xicheng Campus can make application at the library service counter to reserve and retrieve the library books of Daxing Campus Library, and can also browse electronic resources through the library homepage.

Article 36 How to apply for a book renewal?

Answer: There are two paths for a book renewal:

1. Hold the borrowed books directly to the library for book renewal at self-service borrowing and returning machine or at the service counter.
2. Access to the public retrieval system of the library through the Internet for book renewal. Log in the library home page (<http://lib.bucea.edu.cn>), click on "Direct Service" - "Reservation & Renewal" to complete the book renewal procedures. The user name is the reader's campus card number, and the initial password is 6 zeros.

第三十七条：学校图书馆何时开馆 When is the university library open?

答：西城图书馆开放时间

Answer:Opening Hours of Xicheng Campus Library

| 楼层 Floor | 文献/机构布局 Literature/Institutional Layout | 开放时间 Opening Hours |
|---|--|--|
| 三层正南 In the due south on the 3rd floor | 中国建筑图书馆建筑书库（1950-1997年） Architectural Library of China Architecture Library (1950-1997) | 周一至周日8:30-22:00 Monday to Sunday 08:30-22:00 |
| 三层西南 In the southwest on the 3rd floor | 中国建筑图书馆建筑典籍库 Architectural Classics Library of China Architecture Library | |
| 三层正北 In the due north on the 3rd floor | 北京建筑大学图书建筑学阅览室 BUCEA Architecture Book Reading Room | |
| 四层正南 In the due south on the 4th floor | 中国建筑图书馆建筑书阅览室（1998年—今） Architecture Book Reading Room of China Architecture Library (1998-now) | |
| 四层西南 In the southwest on the 4th floor | 中国建筑图书馆期刊阅览室（2000年—今） Periodical Reading Room of China Architecture Library (2000-now) | |
| 四层北面 In the north on the 4th floor | 中国建筑图书馆建筑期刊库北 In the north of Architectural Periodical Library of China Architecture Library | 周一至周五 8:00-17:00 Monday to Friday 08:00-17:00 |
| 三层东南 In the southeast on the 3rd floor | 京建筑大学图书馆综合办公室 General Affairs Office of BUCEA Library | |
| 四层东南 In the southeast on the 4th floor | 中国建筑图书馆馆长办公室及采编部 Curator's Office and Collecting & Editing Department of China Architecture Library | |

大兴图书馆开放时间

Answer:Opening Hours of Daxing Campus Library

| 楼 层 Floor | 文献/机构布局 Literature/Institutional Layout | 开放时间 Opening Hours |
|--------------------------------------|---|--|
| 一 层 大 厅 The Hall on the 1st floor | 总服务区 General Service Area | 周一至周日8:30-22:00 Monday to Sunday 08:30-22:00 |
| 二 层 2nd floor | 建筑科学类文献区 Literature area of the building science category | |
| 三 层 3rd floor | 人文社会科学类文献区、标准规范 Literature area, norms and standards of humanities and social sciences | |
| 四 层 4th floor | 人文社会科学类文献区、报刊阅览区、外文图书 Literature area, newspapers and periodicals reading area, Foreign language books | |
| 五 层 5th floor | 自然科学类文献区 Literature area of natural science category | 详见各项展览通知 See various exhibition notices for details. |
| 六 层 6th floor | 展览区 Exhibition area | |
| 一 层 1st floor | 文献资源建设部、读者服务部 Literature Resources Construction Department, Reader Service Department | 周一至周五8:00-17:00 研讨室同开馆时间 Monday - Friday 08:00-17:00 Seminar Room with the same opening hours |
| 七 层 7th floor | 馆长室、馆办公室、信息咨询部、信息技术部、文化工作室、学生馆员工作委员会办公室、数字图书馆工作室、老北京文献特藏区、研讨室 Curator's Office, Library Office, Information Consulting Department, Information Technology Department, Cultural Studio, Student Librarian Work Committee Office, Digital Library Studio, Special Collection Area for Old Beijing Document, Seminar Room | |

第三十八条：如何使用数字图书馆？

答：我校数字图书馆包括：数字资源门户网站地址：<http://lib.bucea.edu.cn/>（见下图）；图书馆人人网，账户是北京建筑大学图书馆。同学们只要在校园网IP地址范围内上网，就都是图书馆数字资源的授权用户。读者可使用页面的统一检索工具获取资料，也可以分库检索。使用数字资源中的校内资源时是不计网络流量费的。

第三十九条：在校外可以浏览图书馆的网络资源吗？

答：同学们可以在校外浏览我校图书馆主页和有关资源，但多数网络（数据库）资源是学校购买的，不能向社会开放，只可在校园网内浏览。

第四十条：图书馆馆内可以无线上网吗？

答：图书馆内已实现无线网络覆盖，只要同学们把终端设置为自动获取IP地址状态，并在校网络中心开户并预缴网费，便可在图书馆内无线上网冲浪了。大兴校区图书馆无线上网免费。注意：四点半到五点之间计费。

第四十一条：在本校图书馆借不到图书怎么办？

答：可以通过图书馆主页中的馆际互借，借阅校外其它图书馆的图书。

第七章 生活篇

大学生活是快乐的，这里将留下你们四年美好时光的点点滴滴。下面将从生活服务、安全保卫、医疗卫生、交通出行四个方面加以介绍，帮助同学们适应这里的一切，共同分享校园生活的便利。

第四十二条：学校教室的开放时间是何时？

答：大兴校区教室开放时间是：7：00—22：30；同时基础教学楼D220作为通宵自习室。

西城校区教室开放时间是：7：00—22：30。

第四十三条：教学楼内有开水器吗？

答：学校两校区的教学楼内，均配有开水器，教学时间均可打水。

第四十四条：什么是校园一卡通？

答：校园一卡通为 PVC材质的卡片，内置电子芯片。仅限于在校园内使用，是同学们学习和生活的好帮手。此卡用于校内身份识别和综合消费。目前用此卡可以：就餐、购物、洗浴、打开水、洗衣购电、网费充值、借阅图书、机房上机以及门禁管理。

目前，宿舍楼、食堂和部分教学楼都安装了一卡通自助机，同学们可以在自助机上自行办理一卡通充值、挂失、消费流水查询、宿舍电量查询、购电、网费充值、消费限额修改、密码修改等业务（注：西城校区没有电量查询和购电功能）。一卡通自助服务网站为<http://ykt.bucea.edu.cn>,可以自助挂失、消费流水查询、消费限额修改、密码修改等业务。

Article 38 How to use the digital library?

Answer: BUCEA Digital Library includes: Digital Resource Portal website address: <http://lib.bucea.edu.cn/> (see the figure below); Library Renren.com, the account is the BUCEA Library. As long as the students are online within the IP address of the campus network, they are all authorized users of the library digital resources. Readers can use the page's unified search tool to obtain data, or can search by library. Network traffic charges are not calculated when using campus resources in digital resources.

Article 39 Can students browse the library's network resources outside the university?

Answer: Students can browse the library homepage and related resources outside the university, but most of the network (database) resources are purchased by the university and cannot be opened to the public. They can only be browsed in the campus network.

Article 40 Can students have wireless Internet access in the library?

Answer: Wireless network coverage has been implemented in the library. As long as the students set the terminal to the status of automatically obtaining the IP address, and open an account in the campus network center and prepay the network fee, they can surf the wireless Internet in the library. Daxing Campus Library wireless Internet access is free of charge. Note: Charging between 4:30 and 5:00 p.m.

Article 41 What to do if a student cannot borrow a book at the campus library?

Answer: Students can borrow books from other libraries outside the university through mutual borrowing in the library home page.

Chapter 7 University Life

University life is happy, and here will leave you with the best of your four years. The following will be an introduction to the four aspects, life service, security, health care, and transportation, in order to help students adapt to everything here and share the convenience of campus life.

Article 42 When is the opening time of the classrooms?

Answer: The opening hours of the classrooms in Daxing Campus are: 07:00-22:30; at the same time, the Basic Teaching Building D220 is used as an overnight study room.

The opening hours of the classrooms in Xicheng Campus are: 07:00-22:30.

Article 43 Is there any water heater in the teaching building?

Answer: There are water heaters in the teaching buildings of the two campuses, which can be used during teaching time.

Article 44 What is a campus card?

Answer: The campus card is a PVC card with an electronic chip inside. It is only used on campus and is a good helper for students to study and live. This card is used for on-campus identification and comprehensive consumption. At present, this card can be used for dining, shopping, bathing, hot water fetching, electricity purchase for laundry, network fee recharge, borrowing books, using computer room and access control.

At present, the dormitory building, dining hall and some teaching buildings are equipped with a card self-service machine. Students can handle card recharge, loss reporting, consumption detail inquiry, dormitory electricity inquiry, electricity purchase, network fee recharge, consumption limit modification, password modification on the self-service machine. (Note: On Xicheng Campus, electricity query and electricity purchase functions are not available). The card self-service website is <http://ykt.bucea.edu.cn>, which can achieve self-service loss reporting, consumption detail inquiry, consumption limit modification, password modification and other services.

第四十五条：校园一卡通丢失后如何补办？

答：如校园一卡通不慎丢失或损坏，同学们可在自助机上或自助网站上办理挂失，并到“校园一卡通服务大厅”办理补卡，大兴校区地点在基础教学楼B座101，联系电话为61209605；西城校区地点在教学2号楼105，联系电话68322588。一卡通补办成功后，新卡内金额为0，三日后可到一卡通自助机上将旧卡内金额转到新卡内。

第四十六条：就餐用卡如何充值？

答：推荐大家使用自助机圈存充值或者支付宝圈存充值。因为一卡通系统由建设银行投资建设，我校使用了建设银行的圈存充值接口。开学时学校财务处会组织同学办理“建设银行借记卡”。同学们可以在一卡通自助机上，自行使用“建设银行借记卡”进行帐号绑定、转账、查询等相关操作。同时，如果拥有一个支付宝账号，通过登录支付宝官网或者使用手机支付宝客户端，还可以使用支付宝的校园一卡通转账功能，往校园卡内充值，需要注意的是充值完成后必须要自助机写入充值金额。另外，还可以在大兴校区两个食堂的北门、基础教学楼B座大厅，使用现金自助充值机，充值时间：每天9：00—23：00。西城校区充值地点在食堂一层的续卡室，充值时间：每周一至周五9：00—14：00；每月第二周的周六、周日11：00—12：30。

第四十七条：食堂何时可供就餐？

答：就餐时间：大兴校区和园食堂一层快餐早06:30-----晚10:30全天供餐；和园二层基本伙、和园三层清真早餐06:30----8:30；晚餐17:00-----18:30；午餐11:00-----12:30。

臻园一层风味档口早9:00-----13:00；晚餐17:00-----19:00。

臻园二层食堂早06:30-----08:30；午餐11:00-----12:30；晚餐17:00----18:30。

臻园三层国际餐厅上午10:30-----晚上10:00。

臻园三层接待餐厅上午10:30开始接待外卖送餐，晚餐 17:00----21:00提供点餐、桌餐、外卖送餐

西城校区一层基本伙、二层清真食堂早餐06:30----08:30；午餐

11:00----13:00；晚餐17:00—18:30。

西城校区二层晚餐17:00-----21:00。

大兴校区就餐和园餐饮楼共有三层，一层为快餐，二层为基本伙食堂，三层北侧为清真食堂。臻园餐饮楼共有四层，一层为风味档口，二层为基本伙食堂，三层分别为国际餐厅和接待餐厅，四层为接待包间、文化展厅和餐饮办公室。

西城校区就餐楼共有两层，一层为基本伙食堂，二层南侧为教工自助餐厅，中部为风味窗口；二层北侧为清真食堂。

Article 45 How to reissue after the campus card is lost?

Answer: If the campus card is accidentally lost or damaged, students can report the loss on the self-service machine or self-service website, and go to the “Campus Card Service Hall” to apply for a replacement card. The location of Daxing Campus is Room 101 in Block B of the Basic Teaching Building. The telephone number is 61209605; the location of Xicheng Campus is Room 105 in Block 2 of the Teaching Building. The telephone number is 68322588. After the card is successfully reissued, the amount in the new card is 0. After three days, the amount in the old card can be transferred to the new card.

Article 46 How to recharge the card in dining?

Answer: It is recommended that you recharge the card by using the self-service machine circle or Alipay circle. Because the card system was invested and constructed by the Construction Bank, we used the Construction Bank's circle recharge interface. At the beginning of the semester, the School Finance Department will organize students to handle the “Construction Bank Debit Card”. Students can use “Construction Bank Debit Card” for account binding, transfer, inquiry and other related operations on the campus card self-service machine. At the same time, if you have an Alipay account, you can also use Alipay's campus card transfer function to recharge your campus card by logging in Alipay official website or using the mobile Alipay client. It should be noted that the self-service machine should be used to write the recharge amount after the recharge is completed. In addition, you can also use the cash self-service recharge machine in the north gate of the two dining halls on Daxing Campus and at the lobby of Block B of the Basic Teaching Building, with the recharge time of 09:00 - 23:00 every day. The recharge site of Xicheng Campus is in the renewal room on the first floor of the dining hall, with the recharge time of 09:00 - 14:00 from Monday to Friday; and 11:00 - 12:30 on Saturday and Sunday in the second week of each month.

Article 47 When is the dining hall available for dining?

Answer: Dining time: The fast food is provided on the first floor of Heyuan Building in Daxing Campus all day from 06:30 a.m. to 10:30 p.m.; basic catering on the 2nd floor of Heyuan Building and Muslim catering on the 3rd floor of Heyuan Building Breakfast 06:30 - 8:30; Dinner 17:00 - 18:30; and Lunch 11:00 - 12:30.

Specialty catering window on the 1st floor of Zhenyuan Building Breakfast 09:00 - 13:00; Dinner 17:00 - 19:00.

Dining hall on the 2nd floor of Zhenyuan Building Breakfast 06:30 - 08:30; Lunch 11:00 - 12:30; Dinner 17:00 - 18:30.

International restaurant on the 3rd floor of Zhenyuan Building 10:30 a.m. - 22:00 p.m.

Reception restaurant on the 3rd floor of Zhenyuan Building is open to provide take-out delivery business from 10:30 a.m. In the dinner at 17:00 - 21:00, dish ordering, table meal, and take-out delivery are available.

Basic catering on the 1st floor and Muslim catering on the 2nd floor of dining hall on Xicheng Campus Breakfast 06:30 - 8:30; Lunch 11:00 - 13:00; Dinner 17:00 - 18:30.

On the 2nd floor of dining hall on Xicheng Campus Dinner 17:00 - 21:00.

Daxing Campus Dining Hall, Heyuan Building, has three floors, the first floor is for fast food, the second floor is for basic catering, and the third floor is for Muslim catering in the north. Zhenyuan Building has four floors, the first floor is for specialty food, the second floor is for basic catering, the third floor is for international restaurant and reception restaurant, and the fourth floor is for reception private room, cultural exhibition hall and catering office.

On Xicheng Campus, there are two floors for the Dining Hall Building, the first floor is the basic catering room, the second floor is the faculty staff cafeteria in the south, and the specialty food window in the middle area, as well as Muslim dining room in the north.

第四十八条：学生宿舍允许使用自带的家用电器吗？

答：不可以，宿舍实行智能限电管理，电夹板、吹风机、电水壶、热得快、酒精炉、调压器等均严禁使用（详见学生公寓管理制度手册）。另外，大兴校区宿舍楼盥洗室内设置了电吹风专用插座，以方便同学们使用。

第四十九条：如果宿舍内物品损坏了，如何报修呢？

答：大兴校区每栋宿舍楼均配有新宇物业24小时服务的前台值班员，同学们一旦发现宿舍里的物品（如家具、空调、门窗等）损坏，可直接到前台值班员处填写报修记录本。维修人员会及时到报修房间核实情况并实施维修服务。如确认设施为人为损坏，则需要责任人先交纳公物损坏赔偿金，具体规定细则见相关“公物赔偿标准”。新宇物业的报修电话为61209133。学生公寓24小时服务电话在各楼门厅均有公示。西城校区宿舍内公共物品或楼道中的公共设施损坏时，请及时报告本楼宿舍管理员并在管理员处填写报修单。

第五十条：学校何时供应开水及洗浴用水？

答：西城校区供应开水时间为：早07:00—08:30；中11:00—13:30；午16:30—18:30；晚20:30—22:30。另外，西城校区公共浴池的洗浴时间为：晚17:00—22:30大兴校区宿舍楼内每层均配有淋浴室和开水器，淋浴室的开放时间为：17:00—23:00，刷卡收费，标准为每3秒钟1分钱；供应开水时间为06：00-23：00每生每天免费提供3分钟，之后每5秒钟收费2分钱，每日晚24时当天余额归“0”，并从“0”开始累积免费时间。

开水和淋浴采用10元额度的信用消费模式，开水房或淋浴房内有POS机，每次消费后请在POS机上刷卡结算。

第五十一条：大兴校区内去哪里可以买到日常生活用品？

答：大兴校区在和园食堂一层设有服务于师生的商贸区及超市，可以满足在校师生的日常生活需求。商贸区包括：生活用品超市、文体店、电脑耗材、通讯厅、水果店、复印店、理发店、眼镜店、洗衣店等一系列服务店面，营业时间为9:00-21:00；

教育超市的营业时间为7:30-22:30，主要经营休闲食品、饮品、

日配商品、副食调料以及日常生活用品，超市特地将清真商品与非清真商品以价签形式做区分，方便校内少数民族同学选购。

第五十二条：大兴校区校园生活反馈渠道有哪些？

答：在大兴校区，同学们在遇到生活困难或问题时可通过以下途径来获取帮助：

1、可直接向本班辅导员进行反映；

Article 48 Are the household appliances allowable in student dormitory?

Answer: No. The dormitory is implemented with intelligent power-limit management. Hair iron cover, hair dryer, electric kettle, quick heater, alcohol stove, voltage regulator are strictly prohibited (see the Student Apartment Management System Manual for details). In addition, a special hair dryer outlet is installed in the washroom of dormitory buildings in Daxing Campus to facilitate the students for use.

Article 49 If the items in the dormitory are damaged, how to apply for repair?

Answer: A 24-hour front desk attendant from Xinyu Property is assigned for each dormitory in Daxing Campus. Once the students find that the items in the dormitory (such as furniture, air conditioners, doors and windows, etc.) are damaged, they can go directly to the front desk attendant to fill out the repair record book. Maintenance personnel will promptly go to the repair application room to check and carry out maintenance services. If it is confirmed that the facility is man-made damaged, the responsible person must first pay the compensation for public property damage. For details of the specific rules, see the relevant “Compensation Standards for Public Property”. The repair call of Xinyu Property is 61209133. Student apartment 24-hour service calls are available in the lobby of each building. If the public facilities in the dormitory of Xicheng Campus are damaged or the public facilities in the corridor are damaged, please report to the dormitory administrator of this building and fill in the maintenance form at the dormitory administrator.

Article 50 When does the university supply hot water and bathing water?

Answer: The hot water supply time in Xicheng Campus is: 07:00 - 10:30 in the morning; 11:00 - 13:30 at noon; 16:30 - 18:30 in the afternoon; and 20:30 - 22:30 in the evening. In addition, the bath time of the public bathhouse in Xicheng Campus is: 17:00 - 22:30 p.m. A shower room and a water heater are equipped on each floor of dormitory buildings in Daxing Campus. The shower room is open from 17:00 to 23:00, which is chargeable by swiping card with RMB0.01 per 3 seconds; hot water supply time is 06:00 - 23:00, which is free for 3 minutes per day per student. After that, RMB 0.02 is charged every 5 seconds. The balance is "0" at 24:00 every day, and free time is accumulated from "0".

A RMB 10-yuan credit consumption model is adopted for hot water and shower. There is a POS machine in the hot water room or shower room. Please swipe the card at the POS machine for settlement after each consumption.

Article 51 Where can students buy daily necessities in Daxing Campus?

Answer: In Daxing Campus, there is a business area and supermarket serving the teachers and students on the first floor of Heyuan Building, which can meet the daily needs of teachers and students. The business area includes a series of service stores such as daily necessities supermarket, cultural and sports store, computer consumables and communication store, fruit shop, copy shop, barber shop, optical store, laundry, etc., and the business hours are 09:00 - 21:00;

The education supermarket is open from 07:30-22:30, with the main business scope of snack foods, drinks,

daily products, non-staple food seasonings and daily necessities. The supermarket specially distinguishes between halal goods and non-halal goods in the form of price tags, which is convenient for ethnic minority students to purchase in the campus.

Article 52 What are the feedback channels for campus life in Daxing Campus?

Answer: In Daxing Campus, students can get help in the following ways when they encounter difficulties or problems in life:

1.Can directly report to the class counselor;

2、如遇学生公寓方面的问题可以向公寓管理员反映；

3、可直接拨打校园生活服务监督电话；

大兴校区管委会：61209314 邵老师；大兴校区后勤管理服务办公室：61209312罗老师；61209319郝老师、张老师。新宇物业：61209132侯老师；61209305李老师。

4、参加学校定期召开的各种座谈会，在会上向与会老师反映；

5、向所在学院学生会生活部、本班班长、生活委员反映情况。

第八章 安全保卫

第五十三条：在学校如何报警，电话是多少？

答：西城校区：受理地点为“平安校园管理服务中心”（教5楼-101室）或保卫处（办公楼104室），报警电话为6832 2110；6832 2506。大兴校区：受理地点为“平安校园管理服务中心”（后勤办公楼119室）或学生公寓5号楼西北入口，报警电话为61209110；61209119。此外大兴校区学生公寓楼道的报警装置也可以作为便捷的报警工具使用。

第五十四条：校区内哪些地方可以停放自行车？

答：西城校区：开放自行车棚均可停车（图书馆南侧、学生4-5宿舍楼前）；目前封闭车棚正在申请建设中。大兴校区：学生公寓楼前的自行车棚均可停车，但同学需携带学生证或校园一卡通到后勤办公楼105室备案及门禁授权。

第五十五条：在大兴校区内如何报警？报警电话是多少？

答：大兴校区有三种报警方式：一是到后勤办公楼119室或学生公寓5号楼西北门入口处直接报警；二是直接拨打“校园110”24小时报警电话：61209110、61209119；三是通过学生公寓楼道的应急报警装置。

第五十六条：发生紧急情况时，学生可以使用大兴校区的巡逻车吗？如何联系？

答：当然可以。如遇突发受伤、身体不适或临时搬运较重物品时，同学们可向大兴校区巡逻车队求助，24小时求助电话是：61209110或61209119。此外，还可以拨打大兴校区南北门传达室电话求助，南门传达室电话是61209622，北门传达室电话是61209163。

第五十七条：校园一卡通门禁授权手续如何办理？

答：一般而言，校园一卡通会给同学开通学校大门、公共教学楼、图书馆、大学生活动中心等公共场所楼宇的门禁权限，同时也会给同学所住学生公寓门、所属学院及实验室的楼宇授予门禁权限。若补办校园一卡通后或校园一卡通无法打开楼门时，西城校区到办公楼103室授权，大兴校区到后勤办公楼119室授权。

2.If students have problems with the student apartment, they can report it to the apartment administrator;

3.Can directly call the campus life service supervision telephone;

Daxing Campus Management Committee: 61209314 (Teacher Shao); Daxing Campus Logistics Management Service Office: 61209312 (Teacher Luo); 61209319 (Teacher Hao and Teacher Zhang). Xinyu Property: 61209132 (Teacher Hou); 61209305 (Teacher Li).

4.Participate in various symposiums held regularly by the university and report to the participating teachers at the meeting;

5.Report the situation to the Student Life Division of the school, the class leader, and the life secretary.

Chapter 8 Safety Assurance

Article 53 How to call the police at school, what is the phone number?

Answer: Xicheng Campus: The reception location is “Ping An Campus Management Service Center” (Room 101 on the 5th floor of Teaching Building) or Security Department (Room 104 in Office Building), the alarm number is 6832 2110; 6832 2506. Daxing Campus: The reception location is “Ping An Campus Management Service Center” (Room 119 in Logistics Office Building) or Northwest Entrance of No.5 Student Building, the alarm number is 61209110; 61209119. In addition, the alarm device in the student apartment corridor of Daxing Campus can also be used as a convenient alarm tool.

Article 54 Where can students park their bicycles on campus?

Answer: Xicheng Campus: Parking is available in the open bicycle shed (on the south side of the library, in front of No.4-5 student dormitory buildings). At present, the closed bicycle shed is being applied for construction. Daxing Campus: The bicycle shed in front of the student apartment building is available, but students need to bring a student ID card or campus card to Room 105 of Logistics Office Building for registration and access authorization.

Article 55 How to call the police in Daxing Campus? What is the alarm phone number?

Answer: There are three kinds of alarm methods in Daxing Campus: 1) directly report to Room 119 of the Logistics Office Building or the northwest entrance of No. 5 Student Apartment Building; 2) directly call the "Campus 110" 24-hour alarm call: 61209110, 61209119; and 3) use the emergency alarm device in the student apartment corridor.

Article 56 In case of emergency, can students use the patrol car in Daxing Campus? How to contact?

Answer: Of course. In the event of sudden injury, physical discomfort or temporary handling of heavier items, students can turn to the Daxing Campus Patrol Team for help. The 24-hour hot-line is 61209110 or 61209119. In addition, they can also call the Reception Room in the south and north gate of Daxing Campus for help. The telephone number of the South Gate Reception Room is 61209922, and the telephone number of the North Gate Reception Room is 61209163.

Article 57 How to apply for the authorization procedure for the campus card access control?

Answer: Generally speaking, the campus card will be opened for door access control to the school gate, the public teaching building, the library, the university student activity center and other public places, and it can also be used for access control of the students' apartment, the college and the laboratory building. If you are reissued the campus card but the campus card can not open the building gate, then go to Room 103 of Office Building for authorization in Xicheng Campus, or go to Room 119 of Logistics Office Building for authorization in Daxing Campus.

第九章 医疗卫生

第五十八条：校医务室在何位置？

答：大兴校区医务室的办公地点：医务楼。西城校区医务室的办公地点：办公楼西端一层。

第五十九条：大兴校区医务室的工作时间 What is the working time of the clinic in Xicheng Campus?

答：1、门诊时间 Outpatient time

| | | |
|-----------------------|-----------------|---|
| 大兴校区 Daxing Campus | 上午 Morning | 周一至周五：8：00-12：00 Monday to Friday: 08:00-12:00 |
| | 下午 Afternoon | 周一至周五：13：00-17：00 Monday - Friday: 13:00 - 17:00 |

2、值班时间 On-duty time

| | | |
|-----------------------|---------------------------|---|
| 大兴校区 Daxing Campus | 周一至周五 Morning | 12：00-13：00（中午） 17：00-08：00（夜间） Monday to Friday: 08:00-12:00 |
| | 周六日节假日周六日节假日 Afternoon | 全天急诊值班 Monday - Friday: 13:00 - 17:00 |

联系电话 Tel：61209120

第六十条：西城校区医务室的工作时间 What is the working time of the clinic in Xicheng Campus?

答：1、门诊时间 Outpatient time:

| | | |
|------------------------|-----------------|---|
| 西城校区 Xicheng Campus | 上午 Morning | 周一至周五：8：00-11：30 Monday - Friday: 08:00 - 11:30 |
| | 下午 Afternoon | 周一至周五：13：00-17：00 Monday - Friday: 13:00 - 17:00 |

2、值班时间 On-duty time

| | | |
|------------------------|----------------------------|------------------------------|
| 西城校区 Xicheng Campus | 周一至周四 Monday - Thursday | 11:30 - 13:00; 17:00 - 20:00 |
| | 周四 Thursday | 11:30 - 13:00 |

联系电话 Tel：68322438转805

Chapter 9 Medical Treatment and Health Care

Article 58 Where is the school clinic?

Answer: The location of the clinic in Daxing Campus: Medical Building. The location of the clinic in Xicheng Campus: The first floor in the west of Office Building.

Article 59 What is the working time of the clinic in Xicheng Campus?

| | | |
|-----------------------|---------------------------|---|
| 大兴校区 Daxing Campus | 周一至周五 Morning | 12：00-13：00（中午） 17：00-08：00（夜间） Monday to Friday: 08:00-12:00 |
| | 周六日节假日周六日节假日 Afternoon | 全天急诊值班 Monday - Friday: 13:00 - 17:00 |

联系电话 Tel：61209120

Article 60 What is the working time of the clinic in Xicheng Campus?

| | | |
|------------------------|-----------------|---|
| 西城校区 Xicheng Campus | 上午 Morning | 周一至周五：8：00-11：30 Monday - Friday: 08:00 - 11:30 |
| | 下午 Afternoon | 周一至周五：13：00-17：00 Monday - Friday: 13:00 - 17:00 |

联系电话 Tel：68322438转805

第六十一条：到校医务室看病，需要带何证件？

答：本科学生持本人学生证，到挂号处挂号，凭号便可到相应诊室排队就诊了。

第六十二条：生病了，该怎么办？

答：目前，我校本科生按照《北京市公费医疗管理办法》享受公费医疗政策。身体不适，应及时前往学校医务室就医；若病情复杂，医生会将患病学生转诊到合同医院就诊；突发急症，可直接前往北京市基本医疗保险定点机构的急诊科求治；病情紧急时，可直接拨打120或999急救。

第六十三条：学生发生急诊病情，可否就近就医？

答：学生发生急诊病情（须符合卫生部规定的急诊范围），可就近到北京市医保定点医疗机构就诊，并开具诊断证明书，方可报销。需注意的是，到非医保定点医疗机构就诊，不予报销。

第十章 交通出行

第六十四条：大兴校区与西城校区之间有哪些交通线路可供选择？

答：大兴校区与西城校区之间有如下交通方式，同学们可根据自身需要进行选择：

1、公交出行：西城校区门口乘车（26路、319路等）至白云路，下车后，马路对面换乘840路至芦城南口，步行即到大兴校区南门，或到芦城西口下车，即到大兴校区北门。

Article 61 What document to take for seeing a doctor in school clinic?

Answer: Undergraduate students should hold their student ID card and register at the registration office. They can go to the corresponding clinic room to queue up for treatment.

Article 62 What should students do if they are ill?

Answer: At present, undergraduate students of our university enjoy the free medical service policy in accordance with the “Administrative Measures for Free Medical Service in Beijing”. If a student is ill, he/she should go to the school clinic for medical treatment. If the condition is complicated, the doctor will transfer the sick student to the contract hospital for treatment. In case of an emergency, students can go directly to the emergency department of designated medical institution of Beijing Municipal Basic Medical Insurance. When the condition is urgent, directly call at 120 or 999 for first-aid help.

Article 63 If a student has an emergency, can he/she see a doctor nearby?

Answer: Students who have an emergency condition (subject to the emergency scope prescribed by the Ministry of Health) can go to the designated medical institution of Beijing Municipal Basic Medical Insurance and let the hospital issue a certificate of diagnosis before they can be reimbursed. It should be noted that if a student goes to a non-designated medical institution, he/she will not be reimbursed.

Chapter 10 Traffic and Transportation

Article 64 What transportation routes are available between Daxing Campus and Xicheng Campus?

Answer: There are the following methods of transportation between Daxing Campus and Xicheng Campus. Students can choose according to their own needs:

1.Transportation by bus: Take a bus (No. 26 bus, No.319 bus, etc.) at the gate of Xicheng Campus to Baiyun Road Station. After getting off the bus, take No. 840 bus opposite the road to Luchengnankou Station, then

2、地铁出行：乘坐4号线从动物园站出发，至清源路站下地铁，乘通勤班车至大兴校区。通勤班车时间表详见校内车站站牌，该车寒暑假停发。其他时间，坐地铁4号线至黄村西大街站，换乘公交车840路或兴33路芦城南口，步行即到大兴校区南门，或到芦城西口下车，即到大兴校区北门。

3、自驾车路线：从西城校区出发，沿展览馆路南行，至车公庄大街左转东行，至官园桥右转进入二环路，沿二环路南行至菜户营桥，进入菜户营南路，直行过玉泉营桥进入京开高速，沿京开高速南行：线路1、至黄村出口出高速，南行至清源路右转，直行约4公里到达永源路，即可看到大兴校区南门（永源路15号）；线路2、上南五环西行，兴业路出口左转南行，至清源西路右转至永源路，西行约2公里，即可看到大兴校区南门（永源路15号）。

第六十五条：如何乘坐通勤班车到达地铁4号线？

答：通勤班车是为了方便师生出行，往返于学校和地铁4号线清源路站之间的公交车，其标识为“北京建筑大学大兴校区通勤班车”。上车可使用公交卡刷卡计费，价格为0.4元/人·次（学生票为0.2元/人·次）；若使用现金，车票价格为1元/人·次。大兴校区校内发车地点位于南北主干道十字路口西南侧路边（“鸟巢”报告厅的对面），在那里立有摆渡车运行时刻标示牌，同学们可以选坐不同时刻的通勤班车到达地铁4号线清源路站。

通勤班车日常运行时刻表，同学们可在大兴校区校园网“后勤服务”版块、通勤班车站牌公示和学生宿舍公告栏进行查询，遇到节假日或大型活动，通勤班车车次的调整信息也会在上述位置发布并张贴。

第十一章 课外活动篇

大学的校园生活是丰富多彩的！学生会、科协、青协、社团、体育活动是同学们展现个人风采的舞台！快来加入吧！你的课余生活由你做主！

第六十六条：学校有哪些学生组织？

答：我校现有校团委直属部门、学生会、大学生科学技术协会、大学生创新创业协会、青年志愿者协会、学生社团联合会、红十字会学生分会、大学生艺术团（合唱团、交响乐团、民乐团、舞蹈团及戏剧社等）等学生组织。每年新生入学后，两校区均有丰富多彩的招新活动。届时，同学们可以申请加入学生组织。

walk to the south gate of Daxing Campus, or get off at Luchengxikou Station to the north gate of Daxing Campus.

2.Transportation by subway: Take Line 4 from Zoo Station, get off at Qingyuan Road Station, and take the commuter shuttle to Daxing Campus. The commuter shuttle schedule is detailed in the station stop sign on the campus, which will be suspended during the summer and winter vacations. At other time, take subway Line 4 to Huangcun West Street Station, change to No. 840 bus or Xing No.33 bus to Luchengnankou Station, then walk to the south gate of Daxing Campus, or get off at Luchengxikou Station to the north gate of Daxing Campus.

3.Transportation by driving: Start from Xicheng Campus, drive to the south along Exhibition Hall Road till to Chegongzhuang Street, turn left to eastbound to Guanyuan Bridge and turn right into the Second Ring Road. Drive southbound to Caihuying Bridge along the Second Ring Road and enter Caihuying South Road. Go straight through Yuquanying Bridge and enter the Beijing-Kaifeng Expressway to drive southbound along the Beijing-Kaifeng Expressway: Route 1: Drive to Huangcun exit and leave the expressway, drive southbound to Qingyuan Road, turn right and go straight for about 4 kilometers to Yongyuan Road. You can see the south gate of Daxing Campus (No. 15 Yongyuan Road); Route 2: Drive westbound along the South Fifth Ring Road, turn left at the exit of Xingye Road, and drive southbound to Qingyuan West Road and turn right to Yongyuan Road. Drive westbound for about 2 kilometers, and you can see the south gate of Daxing Campus (No. 15 Yongyuan Road).

Article 65 How to get to the Subway Line 4 by commuter shuttle?

Answer: The commuter shuttle is for the convenience of teachers and students to travel between Daxing Campus and Qingyuan Road Station of Subway Line 4, which is marked as “Commuter Shuttle of BUCEA Daxing Campus”. You can swipe the bus card for charge on the bus, the price is RMB 0.4/person · time (student ticket is RMB 0.2/person/time). If you use cash, the ticket price is RMB 1/person/time. The departure point on Daxing Campus is located on the southwest side of the crossroad of the north-south main road (opposite the "Bird's Nest" Lecture Hall), where there is a shuttle bus run-time signboard. Students can choose to take the commuter shuttle at different times to reach Qingyuan Road Station of Subway Line 4.

For the daily running schedule of the commuter shuttle, students can check it on the “Logistics Service” section of the campus network of Daxing Campus, the commuter shuttle bus stop signboard and the student dormitory bulletin board. In case of holidays or large-scale events, the adjustment information of commuter shuttle bus will also be published and put up at the above location.

Chapter 11 Extracurricular Activities

The campus life in the university is colorful! Student Union, science associations, youth associations, clubs and associations, and sports events are the stage for students to show their personal style! Come and join us! Your after-school life is up to you!!

Article 66 What student organizations are there in the university?

Answer: BUCEA existing students' organizations include departments directly under BUCEA Youth League Committee, Student Union, College Students Science and Technology Association, College Students Innovation and Entrepreneurship Association, Young Volunteers Association, Students Association Union, Red Cross Student Branch, College Students Art Group (chorus, symphony orchestra, folk orchestra, dance group and drama clubs, etc.). After the new students enter the university each year, the two campuses will have a variety of recruiting activities. At that time, students can apply to join the student organizations.

第六十七条：怎样了解学生组织？

答：各个学生组织在开学初进行宣传与招新工作，请同学们届时留意。同时，各学生组织已经开通微博微信，请关注微信公众号：北京建筑大学团委、北京建筑大学学生会、北建大科技说、北建大创协、北建大青协、北建大红十字会学生分会以及北建大学生艺术团的各个公众号，浏览他们的最新资讯。

第六十八条：学生会是一个怎样的组织？

答：校级团学组织，是学生的群体组织，在校党委和上级学联组织的领导下和共青团北京建筑大学委员会的具体指导下开展工作，依照法律、学校规章制度及校团委颁发的校级团学组织工作章程履行“自我教育、自我管理、自我服务”的职能。校级团学组织根据团市委和北京市学联的工作安排，在我校开展团务工作、文体活动、科技活动、志愿工作、社团建设和红十字青少年活动。各校级团学组织积极贯彻党的教育方针，引导和促进广大同学为实现中国梦的伟大民族复兴刻苦学习、敢于实践、勇于创新，促进广大同学德智体美全面发展，切实维护同学利益，全心全意为同学服务。

第六十九条：学校有哪些学生社团？

答：学生社团是开展精神文明建设，提高学生自身素质为目的的学生自愿组织的群众性组织。学生社团的主旨是培养和提高学生健康的兴趣和爱好。目前，我校共有理论社团、文化社团、艺术社团、科技社团、体育社团、实践公益社团等六大类 89个学生社团。骑炙车协、建大觅音、柒方梦烛古风爱好社、诗云社、墨韵书法协会、棒垒球社、舞韵社、乐享羽毛球社、桥牌社、筑笑相声社是2015、2016学年北京建筑大学“十佳社团”。

第七十条：如何申请成立新社团？

答：学生可根据学生手册中《北京建筑工程学院学生社团管理办法》（2008年6月18日校长办公会讨论通过）的相关规定，申请立新社团。

第十二章 体育活动

第七十一条：需外借体育器材时，该找何部门办理？

答：体育部下设的体育器材室负责体育器材外借工作，外借时间为周一至周五下午 14:30--17:00。

Article 67 How to understand student organizations?

Answer: Each student organization will carry out publicity and recruiting work at the beginning of the school year, and please pay attention to it. At the same time, each student organization has already opened MicroBlog and WeChat, please pay attention to WeChat Official Accounts of the following organizations: BUCEA Youth League Committee, BUCEA Student Union, BUCEA College Students Science and Technology Association, BUCEA College Students Innovation and Entrepreneurship Association, BUCEA Youth Association, BUCEA Red Cross Student Branch, and BUCEA College Students Art Group, and browse their latest information.

Article 68 What kind of organization is the Student Union?

Answer: The Student Union is a school-level student group organization and is a group organization of students. It carries out its work under the leadership of BUCEA Party Committee and the higher-level academic associations and under the specific guidance of BUCEA Communist Youth League Committee. In accordance with the law, the school rules and regulations, and the school-level league organization work charter issued by BUCEA Young League Committee, it performs "self-education, self-management, and self-service" functions. The school-level student group organizations organize group work, cultural and sports activities, scientific and technological activities, volunteer work, community building and Red Cross youth activities in accordance with the working arrangements of the Municipal Youth League Committee and Beijing Federation of Students. The school-level student group organizations actively implement the Party's educational policy, guide and promote the students to study hard, practice and innovate bravely in order to realize the great national rejuvenation of Chinese dream, promote the comprehensive development in moral, intellectual, physical, and aesthetic aspects, effectively safeguard the interests of students and serve students wholeheartedly.

Article 69 What student clubs and associations are there in the university?

Answer: Student clubs and associations is a mass organization that is voluntarily organized by students for the purpose of building spiritual civilization and improving students' own quality. Its main purpose is to cultivate and improve students' interest and hobbies. At present, BUCEA has a total of 89 student clubs and associations in six major categories, including theoretical association, cultural association, art association, science and technology association, sports association, and practice charity association. Cycling Association, BUCEA friend finding, Qifang Mengzhu Antique Club, Poetry Club, Moyun Calligraphy Association, Baseball and Softball Club, Dance Rhyme Club, Lexiang Badminton Club, Bridge Club, Zhuxiao Crosstalk Club are "Top Ten Clubs and Associations" of BUCEA in 2015 and 2016.

Article 70 How to apply for a new club and association?

Answer: Students can apply for a new club and association according to the relevant regulations of the "Measures on Management of BUCEA Student Associations" (discussed and approved by the Principal's Office on June 18, 2008).

Chapter 12 Sports Activities

Article 71 When you need to borrow sports equipment, what department should you look for?

Answer: The sports equipment room under the Sports Department is responsible for the lending of sports equipment. The lending time is from 14:30 to 17:00, Monday to Friday.

第七十二条：我校有哪些常规的体育赛事

答：我校体育部负责常规体育赛事的组织与承办，具体明细如下

| 序 号 SN | 时 间 Time | 常规赛项目 Regular-season Events | 负责教师 Teacher-in-charge |
|-----------|-------------------------|--|---------------------------|
| 1 | 3月--4月 March - April | 校篮球赛 School basketball game | 张胜 Zhang Sheng |
| 2 | 3月--4月 March - April | 校足球赛 School football match | 刘文 Liu Wen |
| 3 | 3月--4月 March - April | 校田径运动会 School track and field meeting | 施海波 Shi Haibo |
| 4 | 4月--5月 April - May | 校乒乓球赛 School table tennis match | 王桂香 Wang Guixiang |
| 5 | 4月--5月 April - May | 校羽毛球赛 School badminton match | 智颖新 Zhi Yingxin |
| 6 | 4月--5月 April - May | 校网球赛 School tennis match | 智颖新 Zhi Yingxin |
| 7 | 9月--10月 Sept. - Oct. | 新生运动会 Freshman sports meet | 施海波 Shi Haibo |
| 8 | 9月--10月 Sept. - Oct. | 新生篮球赛 Freshman basketball game | 张胜 Zhang Sheng |
| 9 | 10月--11月 Oct. - Nov. | 新生足球赛 Freshman football match | 刘文 Liu Wen |
| 10 | 10月--11月 Oct. - Nov. | 新生乒乓球赛 Freshman table tennis match | 王桂香 Wang Guixiang |
| 11 | 10月--11月 Oct. - Nov. | 毽绳比赛 Shuttlecock and rope-skipping game | 孙瑄瑄 Sun Xuanxuan |
| 12 | 10月--11月 Oct. - Nov. | 新生羽毛球赛 Freshman badminton match | 智颖新 Zhi Yingxin |
| 13 | 12月 December | 一二九长跑接力赛 "12.9" long-distance running relay | 刘梦飞 Liu Mengfei |

Article 72 What regular sports events are there in our university?

Answe: The Sports Department is responsible for organization and hosting of regular sports events. The details are as follows

第七十三条：学校体育活动场所的开放时间是什么？

答：我校体育馆分时段免费向学生开放。但遇重大活动时会暂时关闭；现位于西城校区大学生活动中心室内的羽毛球场，开放时间暂定为：

早06:30--8:00；午11:30--13:30；晚17:30--09:30；周六日早8:00--21：30；

大兴校区气膜馆免费开放时间为周一至周五8:00--17:00，有偿开放时间为周一至周五17:00--21:30，周六日8:00—21:30。

Article 73 What is the opening time of school sports venues?

Answer: The gym is open to students free of charge at different times. However, it will be temporarily closed in case of major events. The opening hours of the badminton court currently located in the indoor activity center of Xicheng Campus are tentatively scheduled to be:

06:30 - 8:00 in the morning; 11:30 - 13:30 at noon; 17:30 - 21:30 in the evening;08:00 - 21:30 on Saturday and Sunday;

The Daxing Campus air film gym is open free of charge from 08:00 to 17:00 from Monday to Friday. The paid opening hours are 17:00 - 21:30 from Monday to Friday and 08:00 - 21:30 on Saturday and Sunday.