

WISE

厦|门|大|学|王|亚|南|经|济|研|究|院
WANG YANAN INSTITUTE FOR STUDIES IN ECONOMIC XIAMEN UNIVERSITY

WISE学生礼仪指南

An Etiquette Guide For WISE Students

etiquette

WISE 研究生会、研究生指导委员会

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主题 1：上课出勤

1. 缺勤

- ✓ 如果遇到紧急情况不能参加课程（如生病等），请按照学院相关规定提前写好请假条并按程序请求批准。不准无故缺席。

2. 迟到早退

- ✓ 迟到会分散老师和同学的注意力，所以请准时到达教室。如果你尽最大努力还是迟到了（如来不及从上一节课教室赶过来或天气恶劣），请在教室后排坐下，不要四处走动寻找最佳位置，以免影响他人。
- ✓ 若因故必须提前离开课堂，应提前得到老师的批准，尽量坐在靠近后门的位置并且悄悄离开。
- ✓ 在课程结束的时候，老师可能会总结该堂课的内容或布置下次课前的任务，所以请不要急着收拾东西，发出沙沙的噪声，这对老师和其他听讲的同学都是不礼貌的。

3. 课堂纪律

- ✓ 请尊敬师长和同学。
- ✓ 上课期间请坐在自己的位置上，随意走动或者时不时出入教室都会分散其他人的注意力。
- ✓ 上课时请专心听讲，认真记笔记。严禁睡觉、聊天、看其他书籍、玩手机、玩笔记本电脑等行为。
- ✓ 不鼓励在课堂上吃东西。如果你实在非常饿，可以吃一些小零食，但是不要带那些打开包装或者咀嚼的时候会发出噪声的食物，以免影响他人。需要喝茶水的同学，课前准备好茶水，不要在上课过程中随意走出去添加茶水。

4. 课堂提问和发言

- ✓ 当老师准备上课的时候，请尽快结束谈话并回到自己的位置上准备上课。课堂上不要谈论不相关的话题，即使所谈论的恰好与课堂内容相关（如关于课堂内容简短的评论或疑问），你也要尽可能小声，不要影响到其他人。
- ✓ 当你在课堂上有问题要问老师时，应该首先举手征得老师同意。如果老师指出某一问题已经离题，你应该在课后再与老师谈论这一问题，不能影响课程进度。

- ✓ 当课堂上有讨论时，你应该自觉聆听其他人的发言并积极参与。垄断讨论或打断别人的发言都是不礼貌的。

5. 电子设备

- ✓ 手机：进入教室后，请关闭手机或将其设置为静音状态。课堂上不允许接电话、发短信。你可以在课间休息或下课后回复所接到的电话。如果你在等一个非常重要的电话，请在上课前通知老师，并在不影响他人的情况下出去接电话。
- ✓ 电脑：一些同学可能会在课堂上使用笔记本电脑。电脑应被用来记笔记而非上网娱乐或者玩游戏。此外，打字声与鼠标点击声可能会影响周围的同学专心听课，所以请尽量小声一点。
- ✓ 录音或摄影设备：在课堂上录音或摄影可能会侵犯老师和同学们的隐私权或某些知识产权，所以总体上这些行为是被禁止的。在一些特殊情况下，如果需要录音或者摄影，请事先征求老师或同学的同意。

6. 交作业

- ✓ 如果当天为交作业的日子，请提前到教室，并在上课之前交给助教。如果你迟到了，请不要在教室内四处走动去交作业，你可以在课间休息时间交作业。

主题 2：考场礼仪

1. 考试前

- ✓ 应提前 15 分钟到考场并按照监考老师的安排就坐。如果遇到紧急情况不能参加考试（如生病、事假等），请按照学院相关规定提前写好请假条，并请任课老师和有关主管批准。不得无故缺席。
- ✓ 将课本、笔记等相关资料放置于指定的地方。课桌上只保留规定的文具。
- ✓ 关闭手机等通讯工具。手机的铃声和振动会影响其他同学的答题，应尽量避免。

2. 考试中

- ✓ 不得窥视他人试卷或协助他人舞弊。
- ✓ 不得大声喧哗或晃动桌椅影响他人答题。
- ✓ 如果对考题有疑问，应该举手示意监考老师，方可询问。
- ✓ 如果需要去洗手间，应该举手示意监考老师，得到许可后方得离开座位。
- ✓ 考试结束铃响后，应该立即停止答题。等待监考老师收集完试卷并清点完毕后，方可离开考场。

主题 3：会议礼仪

1. 一般会议

- ✓ 会议参加者应衣着整洁，仪表大方，准时入场，进出有序，按照会议工作人员安排落座。会议开始后应迅速安静下来，手机等移动设备应调为静音或震动模式。
- ✓ 开会时应认真听讲，不要私下小声说话或交头接耳，不要私下做其他无关事情，包括写作业，长时间玩弄手机以及其他移动设备等。中途离退场应轻手轻脚，不影响他人。发言人发言结束时，应鼓掌致意。
- ✓ 在会议的提问环节，会议参加者应该举手示意，得到发言人的允许后开始发问。提问过程中应保持谦虚的态度，不可发表贬损发言者的言论；不可讽刺挖苦，不可私下进行人身攻击。问题要简短、切中要点、有建设性；如时间已至，不必再提问，可在茶歇间再与发言者私下交流。

2. 茶话会

此处茶话会包括 WISE 主办的 Tea Time 以及各种老师学生聚会。

- ✓ 茶话会与会者的言论及行为举止必须得体。衣着整洁，仪表大方。
- ✓ 茶话会过程中一般有茶水提供。参与者需小心自己的茶水碰及他人衣物，以免造成他人困扰。在跟老师、专家交谈时，可以举手示意，但也要注意谦让，不要争抢。不管自己有什么高见，都不要打断别人的发言。
- ✓ 茶话会过程中斟倒茶水时应尽量保持茶水提供处干净，有序斟倒茶水，不得乱丢垃圾。碰到老师、专家等待斟倒茶水时，应主动礼让。
- ✓ 其他聚会，包括餐宴等，应礼让老师专家入座，就餐时注意举止，不出现狼吞虎咽等不良表现（请详细参阅餐桌礼仪部分）。

3. 国际会议

WISE 每年举办多场国际会议，因此学生也需要在这方面注意礼仪。

- ✓ 对待国际老师、专家应礼貌问好，表现出 WISE 对其的欢迎。
- ✓ 参加国际会议时，应衣着整洁，及时有序进场，保持会场安静，不得大声喧哗。
- ✓ 对参加国际会议的老师、专家们提出的生活上的疑问应热心解决，回答过程中应礼貌用语。如遇到看似有困难的参会者，应该主动询问是否需要帮助并提供相应帮助。
- ✓ 国际会议组织过程中，如果 WISE 需要招募志愿者，如果时间允许，请积极参加，体现和发扬 WISE 的团队精神。

4. 学术讲座

WISE 几乎每周都会举行学术讲座。积极参加学术讲座并和讲座者积极交流是学术研究训练必不可少的重要部分。通常，很多创新的想法和选题就是来自在学术讨论会中的交流、思考甚至争论。参加学术讲座的同学尤其要注意以下问题：

- ✓ 不要迟到，准时或者提前入场。如要提前退场，请和讲座者或者讲座主持者提前说明。
- ✓ 认真听讲座，认真思考。不要在下面做自己的事情或者私下交谈，这是对讲座者极不礼貌的行为。手机铃声是最大的干扰之一，切记关掉手机。
- ✓ 讲座的有关信息、材料通常会提前在 WISE 网站公布。请听讲座前查阅、熟悉讲座材料以便有效地和讲座者进行交流。
- ✓ 鼓励学生积极提问。提出的问题应具有建设性，能够有助于讲座者更清楚地讲解、提高其演讲及研究质量。提问前仔细想一下，该问题是否有建设性、是否清楚简明、切中要点。有些问题稍微等几分钟后，讲座者可能就会提到或解释清楚。不要钻牛角尖；不要过份挑剔。
- ✓ 提问时不要害羞或紧张，在讲座者讲话停顿的过程中举手示意提问。如果对于现场英文提问没有把握，可以先把问题写下来默念练习后再举手提问。得到允许后，礼貌提问，注意声音要足够大，讲话速度不要太快，保证讲座者和其他听众能听清楚你的提问。在讲座者回答或解释完后，用身体语言（如目光或点头）表示感谢或者直接说明感谢。
- ✓ 当讲座时间不够用时，先保障讲座者将论文讲解完；可以将问题留在讲座结束后与讲座者再进行交流。如果讲座者需要很快离开，也可以给讲座者发邮件联系。
- ✓ 如果你对讲座的内容不感兴趣或者完全听不懂，建议你静下心来，抱着谦虚的学习态度和开阔视野的态度，尽量了解讲座内容。少则得，多则悟；讲座者辛勤探索的成果总会给你带来新的知识、信息、启示。尽量等到讲座结束再离开。
- ✓ 讲座开始时，和主持人一道鼓掌表示欢迎讲座者；结束时，鼓掌表示感谢。
- ✓ 如需考勤时，请不要拥挤争抢。

主题 4：演讲

研究生通常需要在课堂上和会议上报告研究论文。有效的演说技巧可以让你跟每位听众有效地沟通。知道如何有效地演说不仅可以缓解你的不适和紧张，还可以使你成为一个有影响力、有说服力的演讲者。

做演讲的最重要的两方面是信息和行为。信息指的是演讲包含的内容以及它的筛选和组织方式、使用的媒介和信息传递方式。在大多数的演讲技巧培训中会提到的演讲行为是指演讲者的礼仪和演讲方式。以下我们将着重于演讲礼仪的基本规范。

1. 准备

- ✓ 使用有效的媒介（如图表，幻灯片，海报）。只有传递有用信息的媒介才是有效的，否则就没有必要使用它们。你也可以在演讲开始前向听众散发打印好的幻灯片（PPT），以助于他们更好地理解演讲内容。如你要报告研究的进展，应该提前几天将论文或者 PPT 文件发给参与者。
- ✓ 准备好应付突发状况。为避免因丢失存储幻灯片的 U 盘而造成的不便，你应该提前进行拷贝、备份或者存在你的邮箱里。文件要备份成不同版本的文本格式，如 2003 和 2007WORD 版本，以防会议室里的电脑的软件版本不是最新的；也最好备份一份不易受显示器设置影响的 PDF 文本，以免会议室软件对于某些字体、效果不兼容。
- ✓ PPT 文件的字体要足够大，保证坐在最后一排的听众能看清楚；选取的字体最好笔划圆润、少尖锐的棱角，以免导致观众视觉疲劳、影响听讲效果。每页的词句要尽可能简洁。

2. 开场

- ✓ 介绍自己并问候听众。微笑会使听众感到放松舒适。
- ✓ 开场介绍时不应掐着时间无铺垫地立即进入主题。演讲者应大致介绍演讲内容的背景、基本要点和主要结论。这一过程不要超过四分钟。

3. 演讲中

- ✓ 清晰地表述演讲内容。避免语速过快或过慢。恰当的手势将有助于对内容的理解。这条演讲礼仪非常重要：否则你的听众将不能专注于你的演讲。
- ✓ 要和听众有眼神的互动，不要直看着屏幕，无视听众的存在。有效的眼神沟通通常能帮助你发现听众是否听懂了你的讲解或者是否有问题。
- ✓ 清楚知道自己要表达什么以及如何表达。自信的表述远比充满“嗯”、“啊”、“哦”、“这一点我忘记了”的表述更好地传达信息。
- ✓ 如果你使用了幻灯片，记住不要照本宣科。适宜的演讲礼仪意味着听众只是将幻灯片作为一个辅助工具，你的话语才是获得信息的主要途径。

- ✓ 与听众互动。让你的听众知道在演讲过程中随时可以提出问题。你可以每隔一段时间或者在内容的起承转合的间隙间主动询问听众是否有问题。这不仅可以提高他们参与的兴趣，而且可以让他们知道你重视他们的观点。
- ✓ 不管听众提什么问题，要保持尊敬和感谢的态度。切忌打击、嘲讽提问的听众。如果听众的问题有建设性，要正面地承认或者表示感谢或称赞。对于无法回答的问题，可以诚实地说明不能回答，也可以采用机智的策略性的回答，比如，可以说明希望讲座结束后再交流或者说明问题还在研究进展当中。

4. 演讲结束后

- ✓ 确保在指定时间内讲完内容；拖延时间会给听众一个你不会组织材料或者对自己的内容理解不清的印象，也会影响后面的演讲者。
- ✓ 演讲结束时，要对参与者的耐心和提问、评论表示感谢。
- ✓ 演讲结束前应留有问答时间。这样不仅可以帮助听众解答他们的疑惑，也可以讨论在之前演讲中未重点突出的内容，从而提高听众的参与积极性。

参考资料

<http://etiquette-guide.com/presentation-etiquette/>

http://www.ehow.com/how_7623141_make-effective-presentation.html

主题 5：师生交往

1. 一般交流

- ✓ 见到老师要礼貌地打招呼，让行。
- ✓ 通过交谈得出适合的交流联系方式，如多久见一次、是邮件联系还是电话联系等。
- ✓ 与导师会面时要准时，表达时口齿清晰并且要切题。
- ✓ 进导师办公室要先敲门，听到“请进”后方可进入。
- ✓ 不随便翻阅老师办公室的东西。
- ✓ 问老师要用“请问”，老师答后要道谢，说了“再见”再离开。
- ✓ 如果需要老师写推荐信，应该先征得老师的同意，并且要提前一到两周准备好自己的所有个人材料，如简历、成绩单、研究论文样本、获奖情况等，发送给老师。

2. 学术交流

- ✓ 明确导师的要求和自己的需要。
- ✓ 积极主动，按时完成导师指定的任务。如不能如期完成，要提前说明。如完成过程中遇到疑问，要及时沟通以避免走弯路。
- ✓ 不要完全依赖导师，更多的是要靠自己的努力。
- ✓ 利用自己的专长来协助导师，建立互助的关系。
- ✓ 对老师的意见要很有礼貌地提出，不与老师冲突。如有特殊情况，比如，更换导师等情况，请先和研究生项目负责人沟通。
- ✓ 老师提出的评论、建议，你可以不接受，因为老师的建议不一定总是对的或者有用的；但你要仔细思考一下其中的理由。
- ✓ 学习、研究过程当中，如果有疑问或新的想法需要交流的，要主动和老师联系，不要总是被动地等待老师来推动你。
- ✓ 除了导师组外，也要积极和其他老师沟通联系，学会取长补短、博取众长。

参考资料

Gordon Rugg and Marian Petre, 2004, *The Unwritten Rules of PhD Research*, 中译本为《给研究生的学术建议》，北京大学出版社

Sara Delamont, Paul Atkinson, Odette Parry, 2004, *Supervising the Doctorate: A Guide to Success*. 中文版为《给研究生导师的建议》，北京大学出版社。

主题 6：与行政人员交往

学院有很多办公行政人员，他们为教学和科研提供后勤保障和管理服务。他们的大部分工作看起来烦琐、不重要，因此很多学生对行政人员抱有误解。行政人员的工作是提高教学科研效率的重要保障。以下是和行政人员交往时的一些建议：

- ✓ 尊敬各种行政人员，无论是办公秘书、财务会计还是清洁工，见到要礼貌地打招呼，让行。
- ✓ 如需办理具体手续，请提前准备好你自己应该准备好的材料，以提高办事效率。
- ✓ 如有办事程序上的疑问，向行政人员咨询时，无论是电话、面谈还是邮件联系，都要礼貌。
- ✓ 教学秘书经常会通过每个年级的公共邮箱或者在 WISE 网站主页上发布通知、消息。如果你对和整个学院或年级有关的事情存疑，请先查阅网站和公共邮箱看是否有相关解答。

主题 7：电子邮件礼貌规则

1. 标题、开头与结尾

- ✓ 采用有意义的简明易懂的主题词，比如“请教 GMM 估计命令”。
- ✓ 依与收信人的熟悉程度以及信件内容的正式程度采用恰当的称呼，名字不能出错。一般来说和专业教师写英文邮件，最正式、普遍的称呼是“Dear Professor XXX(姓氏)”。
- ✓ 开头结尾有简短的礼貌问候语。
- ✓ 结尾需要有署名。
- ✓ 邮件地址的设置应该能直接看出发件者的真实姓名，否则会容易被认为是垃圾邮件。

2. 正文

- ✓ 清楚简洁地表达意图，以传递有效信息，避免因用语不恰当而产生误解。
- ✓ 邮件中意思要表达完整。
- ✓ 需要寻求帮助时，添加礼貌请求用语。
- ✓ 尽量少用缩略语和表情，如避免微笑用“:-)”这种表情用语表达。
- ✓ 在发送之前，仔细检查是否有标点符号用错、拼写和语法错误等。

3. 附件

- ✓ 附件尽量采取常用的文件格式，如 PDF 格式等。
- ✓ 当需要发送大附件或附件数量较多时，采用压缩包。

4. 其他

- ✓ 若收到同学或老师的来信，不论是否要求回复，请及时回复告知已收到邮件。
- ✓ 定期查看邮箱中的垃圾箱，以免重要邮件被误识别成垃圾邮件。
- ✓ 定期（最好每天，至少每周）查看 WISE 所在年级学生的公共邮箱，很多与所有学生相关的通知会发往公共邮箱。

示例

XXX 老师，您好!

我是 WISE 一年级博士研究生 XXX。我最近在阅读关于 GMM 的文章。我对 GMM 的技术细节有些疑问。

请问我是否可以在您本周的办公时间里跟您讨论一下? 非常感谢您的时间和帮助!

祝好!

XXX

参考资料

<http://www.101emailtippertips.com/>

<http://www.emailreplies.com/#22subject>

http://www.emailaddresses.com/guide_etiquette.htm

<http://owl.english.purdue.edu/owl/resource/636/01/>

主题 8: 电话通话礼仪

1. 上课、听讲座时

- ✓ 在上课和讲座期间手机调至震动或静音，最好关机。当有来电时，除非紧急情况，否则尽量等到下课和讲座结束再回电话。
- ✓ 注意力集中在演讲者，而非电话上。
- ✓ 当教室正在使用投影仪时，尽量不要打开手机灯光，以免打扰课程或讲座的进行。

2. 其他

- ✓ 当正在与人交谈时有电话打入，区别紧急和必要性，需要接听电话时，先征得交谈对方的同意并表示歉意。
- ✓ 在经济楼资料室或教学楼等附近接听电话时，尽量与他人保持一定距离，不大声喧哗。
- ✓ 考虑电话的延迟性，即发送信息和接收信息之间有一定的时间差。
- ✓ 选择合适的铃声，尤其是在公共场合时。

参考资料

<http://www.wisegeek.com/what-is-cell-phone-etiquette.htm>

http://www.huffingtonpost.com/2010/03/26/cell-phone-etiquette-15-r_n_514927.html

主题 9：面试礼貌规则

1. 面试前

- ✓ 注意个人形象：请注意牙齿整洁，头发干净整齐，指甲修剪干净。
- ✓ 对于着装，如果没有特殊要求，最好穿着正式。男士穿西装加衬衫打领带显得更加成熟稳重，女士也应该穿着正装显得更加专业。
- ✓ 提前至少 15 分钟到场，提前到的时间可以让你从容完成可能需要填写的表格或阅读材料。不要携带手机，如果必须携带，请将之关机而不是调成震动模式。

2. 面试中

- ✓ 视面试场景，在工作面试中往往需要主动和面试官进行有力的握手，但学校中的研究生面试等可能会省略此环节。当面试官自我介绍时重复他（她）的名字以示尊重，这会给面试官留下积极、专业的印象。
- ✓ 注意你的肢体动作：站立时不要弯腰驼背，坐下时不要叉手、翘腿，应该表现得大方自然。不要做抖脚、玩弄头发、咬指甲等小动作。女士坐下时应该脚踝处交叉并偏向右侧，男士坐下时脚和膝盖距离应该与肩同宽，双手放在膝盖边缘大腿处。
- ✓ 在谈话中，注意眼神沟通，要注视对方的眼睛，不要左顾右盼、环顾四周。
- ✓ 保持微笑。微笑可以让你表现得自信并且能让你放松。不要滔滔不绝，一个成功谈话者的秘诀是倾听并且提出有深度的问题。另外，不要表现得过于熟悉、随便，应该和面试官保持一定距离并且不要举止、言谈过于亲密或者涉及私人问题。
- ✓ 如遇到尴尬情况，如刁难的问题、意外的情况等，先保持镇静，同时争取急中生智，以幽默、风趣、机智的方式化解尴尬。

3. 面试后

- ✓ 面试结束时，和面试官握手或致谢，如时间允许一一指名感谢以示尊重。结束面试后，应当尽快写一封感谢信以给面试官留下一个良好印象。
- ✓ 如果应邀参加餐桌面试，请注意用餐礼仪。不要主动点酒类饮料并且注意避免主动谈论公事，除非主人提及。另外，请尊重餐饮服务人员。

参考资料

<http://www.dailyfinance.com/2010/05/14/job-interview-etiquette-11-mistakes-to-avoid/>

<http://jobsearch.about.com/od/interviewsnetworking/ss/job-interview-etiquette.htm>

主题 10：餐桌礼仪（中餐）

1. 落座

- ✓ 客人未受主人邀请不宜入座，主人先请客人、长者依次入座。
- ✓ 从椅子左边进入座位，坐下以后要坐端正身子。餐桌与身体的距离最好保持在 10~20 公分。
- ✓ 在餐厅就餐时，等服务员带领就坐。

2. 用餐前

- ✓ 餐厅聚餐，点菜时请客人、长者先点；尽量照顾每个人的偏好；注意适量不浪费。
- ✓ 入座后，不要动筷子或其它餐具。
- ✓ 动筷子前，客人应向主人感谢其热情款待或向掌勺者赞赏其手艺高超。
- ✓ 进餐时，先请客人、长者动筷子。

3. 用餐时

- ✓ 离自己远的菜暂时少吃一些。
- ✓ 吃饭、喝汤时尽量不要发出声音。
- ✓ 最好用公用筷子给客人或长辈布菜，也可以把离客人或长辈远的菜肴送到他们跟前。
- ✓ 吃到骨头或鱼刺等硬物时，不要直接往外面吐或往地上扔，要慢慢用手或餐具辅助拿到自己的碟子里或放在自己的餐巾上。
- ✓ 最好不要在餐桌上剔牙，如果要剔牙时，用餐巾或手挡住自己的嘴巴。
- ✓ 适时地和左右的人聊一些有趣的话题，以调和气氛。不要狼吞虎咽。与别人交谈时，口里不应吃着食物。
- ✓ 在餐厅就餐时，如需要任何东西或有任何要求时，要和服务员礼貌提出。要尊重服务员，切忌对服务员用语不礼貌、向服务员挑剔或抱怨。

4. 用餐后

- ✓ 离席时，必须向主人表示感谢。如果可以的话，客人可在此时邀请主人以后到自己家做客或由自己来请客，以表示回谢。
- ✓ 餐厅就餐时，提前了解结帐方式，最好不要出现抢着买单或者无人买单的现象。如果不是 AA 制，应该向付款请客者表示感谢。

参考资料：

http://www.zhms.cn/News/ms_liyi/2012-2/201221629673.htm

http://en.wikipedia.org/wiki/Table_manners

<http://mooc.chaoxing.com/nodedetailcontroller/visitnodedetail?knowledgeId=232055>

主题 11：不同场合的衣着

1. 一般原则

- ✓ 根据不同场合着装。
- ✓ 穿着打扮宜自然得体，社交场合着装应大方。
- ✓ 着装必须干净整洁。
- ✓ 公务场合不宜穿着随意，应庄重保守。休闲场合着装舒适自然就好。
- ✓ 深色的外套会给人留下专业的印象，尤其是用好衣料做成的。
- ✓ 着装应符合个人身份。

2. 女士

- ✓ 除非有盛会，佩戴首饰宜小。
- ✓ 鞋跟不宜过高
- ✓ 裙裤不能太短。

3. 男士

- ✓ 切忌穿着拖鞋随处走动。
- ✓ 男士不宜头发过长。

参考资料

<http://www.elegantwoman.org/dress-code-etiquette.html>

<http://www.dresscodeguide.com/>

主题 12：缓解个人压力的方法

现代人通常每天都面临各种压力。在 2012 年上学期对部分 WISE 研究生的调查中，部分学生表示存在不同程度的压力，有经济压力、课程压力、考试压力等，并列出了具有个性的缓解和消除压力的方式，比如：自娱自乐、自习、和家人朋友聊天、聚餐、爬山、睡觉、运动、听音乐、相互抱怨等。WISE 可以在组织学生活动、师生交流方面做更多的工作，但每个人自己可以通过很多简单有效的方式来释放压力。这里例举一些方法供参考和借鉴。

- ✓ 团结、关心、尊重和帮助同班同学。多年一起的学习和生活能发展成很深的友谊。比如，积极参加同学的学术报告会，多提评论以示支持和鼓励。
- ✓ 阅读一些“self help”或者“self improvement”、励志方面的书，如戴尔·卡耐基的书、积极心理学（positive psychology）方面的书，培养乐观的生活态度。推荐哈佛大学教授 TalBen Shahar 的视频课《幸福课》，网址是 <http://v.163.com/special/sp/positivepsychology.html>
- ✓ 通过多种方式和师生多交往，如学习小组、office hour、tea time、学术讨论会、合作研究、聚餐、体育活动等，不要长时间地独处。
- ✓ 选择几项适合自己的运动方式并坚持，如爬山、散步、跑步、游泳、篮球等。
- ✓ 培养自己的业余爱好，无论是烹调、唱歌、逛商场还是读学术名著，业余爱好使你能长期坚持从事和享受自己喜欢做的事情。
- ✓ 推荐一套心理学家 David Niven 的畅销丛书，“100 Simple Secrets of Happy People: What Scientists Have Learned and How you Can Use it”，“100 Simple Secrets of Successful People”，“100 Simple Secrets of Healthy People”，“100 Simple Secrets of Great Relationships”，“100 Simple Secrets of Happy Families”等。该丛书的特点是每个秘方只有一页，是学术研究成果的通俗介绍，并辅以有趣的故事。大多数秘方是我们在生活中遗忘或者误解的简单原则。此丛书对于如何将经济学学术成果通俗化和运用经济学分析现实生活问题也有很大启示。
- ✓ 了解幸福经济学，把学习和理解、追求幸福相结合，比如，Richard Layard 的著作“*Happiness: Lessons from a New Science*”。
- ✓ 参加一些校内校外的公益活动，享受助人之乐，也能开阔视野、结识和了解更多的人和事物。
- ✓ 常和家人联系。如有可能，寒暑假最好能回家看看。不要为了学业而长期孤身在外。
- ✓ 如遇到自己无法解决的困难，不要太逞强自己顶着。及时和朋友、同学、老师沟通联系，一起想办法总能度过难关。

最后，祝大家学业成功、生活幸福、身体健康。请记住和大家分享你幸福、成功和健康的秘密。我们会继续更新这个指南。

TOPIC 1: CLASS ATTENDANCE

1. Absence

- ✓ In the case of an emergency that you could not attend the class (e.g. being sick), please write a note in advance and ask for permission according to related guidelines. Absence without proper cause is not allowed.

2. Arriving late or leaving early

- ✓ Late arrivals can distract both your teacher and your classmates, so please arrive on time to class. If, despite your best effort, you arrive late (e.g. due to bad weather or bad traffic), please take a seat quietly at the back of the classroom rather than hunt around for a “good” seat.
- ✓ If you have to leave class early, you should ask for the instructor's permission in advance. If it is allowed, please try to sit near the back door and leave quietly.
- ✓ At the end of the class, some instructors may not have finished the lecture immediately, so please do not hurry to gather your books and make rustling noise. It is impolite to both instructors and those who are listening to the lecture.

3. Class disciplines

- ✓ Please show respect to the instructor and your fellow classmates.
- ✓ Please remain seated while the class is in progress.
- ✓ Please pay attention to the class and take notes carefully. Sleeping, chatting, reading newspapers are not allowed during the class.
- ✓ Food and drink are discouraged in class. If you are really hungry, you could eat snacks during class, but please be considerate of other students by keeping your eating sound down.

4. Speak and ask questions in class

- ✓ When the instructor is ready to give a lecture, please finish your personal conversations as quickly as possible and go back to your own seat and prepare for the class. You should not carry on any unrelated conversations during class. Even if the conversation is related to the class topics (e.g. brief comments or simple questions), you should keep your voice down as much as possible.
- ✓ When posing a question to the instructor, you should first raise your hand to ask for permission. If the instructor indicates that the question is off the point and it is time to move on, you should discuss it with the instructor after class.
- ✓ When there is a class discussion, you should listen to others carefully and participate actively. Monopolizing the discussion or interrupting instructors/other students can be very rude.

5. Electronic devices

- ✓ Cell phones: Cell phones should be turned off or set to silent mode in class. No one is allowed to talk on cell phones or send messages during class. You could answer

the calls after the class. If you are expecting a very important call, please inform the instructor before class and make an unobtrusive exit.

- ✓ Computers: Some students may use laptops in class. Please note that laptops should only be used for taking class notes, rather than surfing the Internet or playing games. Besides, typing and clicking mouse may disturb neighboring students, so please be as quiet as possible.
- ✓ Recording or filming equipment: Recording or filming in class may infringe upon privacy or copyright, and distract instructors and students. Therefore, those activities are not allowed in general. However, in some special circumstances, you could ask for instructors' prior permission.

6. Homework submission

- ✓ On the day that the assignments are due, all homework should be turned in to the teaching assistant (TA) before the class begins, so please arrive early for class. If you do arrive late, please do not move around in the classroom to hand in your homework. You may wait and hand it in during the break time.

TOPIC 2: EXAMINATION ETIQUETTE

1. Before the exam

- ✓ Examinees should arrive at the examination room at least 15 minutes before the exam begins.
- ✓ In the case of an emergency that you could not attend the exam (e.g. being sick), please write a note in advance and ask for permission from the instructor according to the related guidelines. Absence without proper cause is not allowed.
- ✓ Put your textbooks, notes and other related materials at specified place. Only keep necessary stationeries on your desk.
- ✓ Turn off your cell phone. Even the vibration of a cell phone will affect other students during the exam.

2. During the exam

- ✓ Do not peep at others' answer sheet or help others cheat.
- ✓ Do not whisper or shake your chair because it is disturbing to other examinees.
- ✓ If you have questions, please raise your hand before asking the invigilators.
- ✓ If you have to go to the restroom, please raise your hand and get permission from the invigilators before you leave the classroom.
- ✓ When the bell rings, stop writing and wait for the invigilators to collect all the answer sheets.

TOPIC 3: CONFERENCE ETIQUETTE

1. Conference etiquette in general

- ✓ Participants should be neatly-dressed, poised and punctual, and get in and out of the conference room in order. Take seats as arranged by conference staff and be quiet as soon as the conference starts. Switch your cell phone and other mobile equipment to silent or vibration mode.
- ✓ Listen carefully at lecture. Do not whisper or do anything irrelevant, including doing homework or playing video games or using other mobile equipment. Keep quiet when leaving during the conference. Applaud when the speech is over.
- ✓ In the Q&A section, please raise your hand if you have any questions. Only with permission can you raise questions. Be modest and do not dispraise speakers' opinions excessively. If time is up, please discuss your remaining questions with speakers after the conference.

2. Tea forum etiquette

Here tea forum refers to Tea Time and any teacher-student get-together held by WISE.

- ✓ Behave yourself well and be tidy and decent.
- ✓ Drinks are usually provided during the tea forum. Be careful not to spill your drinks on others. You may raise your hand to have a conversation with your teachers and the experts. Please be modest and do not scramble for attention. Even when you have excellent points to make, please wait until others finish their conversation.
- ✓ Keep the counter tidy when getting your drink. Be in order and do not litter. Please be courteous to let teachers and experts get their drinks first.
- ✓ In other parties (including banquet), make sure to let teachers and experts have their seats first. Well behave yourself and avoid improper behavior such as devouring.

3. International conference

- ✓ Be polite to greet visiting professors and experts, and give them a warm welcome on behalf of WISE.
- ✓ Dress neatly. Get in the conference room in order and on time. Keep quiet and do not speak loudly during the conference.
- ✓ Whenever necessary, offer help to visiting professors and experts in a polite and patient manner.

4. Seminars

WISE holds weekly seminars. Attending seminars regularly and interacting with seminar speakers is one of the most important parts of academic training. In general, many novel

idea or new research topics come from communication, thinking, or even debates during seminars. Students attending seminars should pay attention to the followings:

- ✓ Be on time. If you have to leave earlier, please tell the speaker or the seminar host in advance and sit near the most unobtrusive exit.
- ✓ Listen to the speaker carefully and think carefully. Do not do your own things such as reading a book, playing cell phone or lap top, chatting with neighbors. These are impolite (or even rude) behaviors to the speaker. Cell phone ring is very disturbing. Make sure you TURN OFF your cell phones.
- ✓ Seminar information including speaker's resume, paper, PPT, or visiting agenda, will be posted on WISE web site in advance. You are advised to read the paper or PPT beforehand so you can be better prepared for the seminar, and more effective in communicating with speakers.
- ✓ You are strongly encouraged to ask questions. The questions must be constructive, can help speakers clarify or improve presentation or research. Think a minute before you ask questions: is your question constructive, clear and concise? Some questions, if you wait for a short while, will be answered by the speaker later in the presentation. Do not be too demanding or picky.
- ✓ Do not be shy or nervous when you ask questions. You may write down your question on paper for a better preparation, if you are unsure about speaking English spontaneously. You can raise your hand when the speaker pauses for a transition of his/her talk. Once permitted, you can ask the question politely. Make sure your voice is loud enough and your speed is not too fast so that all the audience can hear your questions clearly. After the speaker responds to your questions, use your body language to show your appreciation or directly say "Thank you".
- ✓ If there is not much time left for the speaker, you can wait and ask questions after the seminar. If the speaker has to leave soon after the seminar, you can send an email to communicate with the speaker.
- ✓ After you sit in the seminar, if you are not familiar with the topic or if you find very hard to understand the presentation, please try to calm down and take this opportunity to learn something that you don't know about. In general, knowledge is accumulated piece by piece, drop by drop; when you accumulate a certain amount of knowledge on a certain topic, you will be able to think more creatively and critically. The presenter must have spent months or years for the paper, there must be something new and important in the paper. Make sure you can learn some new information and knowledge from the presentation. Try your best not to leave before the seminar ends.
- ✓ Join the host to welcome the speaker before presentation starts and thank the speaker at the end of presentation.
- ✓ If you need to register for attendance, please be in order.

TOPIC 4: PRESENTATIONS

Good presentation skills allow you to effectively connect with audience. Knowing how to make an effective presentation can save you time as well as avoid discomfort and nervousness. It can also help you become an influential speaker.

The two critical elements of an effective presentation are message and behavior. Message includes the content of the presentation, how materials are organized, selected, delivered, and what are the media involved. Behavior, which is usually emphasized in most training courses on presentation skills, includes presenter etiquette and manners. Below we will focus on the basic guidelines on presenter etiquette.

1. Preparation

- ✓ Use effective visual media (e.g. charts, slides, photos), but don't overuse them unless they can convey something meaningful to audience. You are encouraged to send out your paper or PPT slides to audience a few days before your presentation.
- ✓ Be prepared for something to go wrong. In case that you may lose your flash disk where your slideshow is stored, do make an online copy or back up your files using email beforehand.
- ✓ The font size of your PPT slides should be large enough for the audience from the last row to see clearly. Fonts with smooth styles are also preferred to reduce visual fatigue of the viewers. Keep the amount of information in each PPT slide concise.

2. Introduction

- ✓ Introduce yourself and greet your audience. Smile and make them feel at ease and comfortable.
- ✓ At the beginning of the presentation, you should provide some necessary background information and inform the audience about the findings, but this part should not last more than four minutes.

3. During the presentation

- ✓ Speak clearly throughout your presentation. Do not talk too fast or too slow. Proper gestures (e.g. pointing to a chart) will help to reinforce pertinent statements that you share and attract audience's attention.
- ✓ Maintain eye contact with your audience, which not only helps your audience concentrate and also helps you spontaneously respond to your audience's reactions.
- ✓ Know clearly what and how you will present. Confident responses will get your message across much better than a speech filled with "ums", "Oh!" and "Forgot about that!"
- ✓ If you are using a slideshow to communicate your message, don't read directly from the screen to your audience.

- ✓ Engage your audience. Let your audience know that it is permissible to ask questions during your presentation. This can not only pique their interest, but also make them feel that you value their opinions and concerns.
- ✓ Always show your respect and gratitude when questions are raised during your presentation. If you are unable to answer a question, you should honestly tell your audience that you do not have an answer and you would like to continue the discussion after your presentation.

4. After the presentation

- ✓ Make sure to finish your presentation within the specified time limit.
- ✓ Make sure to leave time for Q & A. This will not only help clear up any misunderstandings, but may also shed light on something you do not previously emphasize, which could encourage more audience participation.

REFERENCES

<http://etiquette-guide.com/presentation-etiquette/>

http://www.ehow.com/how_7623141_make-effective-presentation.html

TOPIC 5: STUDENT-SUPERVISOR RELATIONSHIP

1. General Communications

- ✓ Greet your teachers politely.
- ✓ Use preferred communication method specified by your teacher.
- ✓ Be punctual when you attend a meeting. During a meeting, clearly and concisely express your ideas and needs.
- ✓ Knock on the door before you enter a teacher's office, and wait until he/she tells you to come in.
- ✓ Don't look over things in the office without permission.
- ✓ Use "please" when asking a question; say "thank you" after his/her reply; say "goodbye" before leaving.
- ✓ If you need your teacher to write you a recommendation letter, you should first send an email and check with your teacher at least a couple of weeks in advance. In the email, you should attach your application materials, such as your CV, transcript, writing sample and awards that you received.

2. Academic Communications

- ✓ Know what you and your supervisor expect from each other.
- ✓ Be proactive. Always try to finish the task assigned by your supervisor on time. If you encounter difficulties with the task, you should consult your supervisor.
- ✓ Don't solely rely on your supervisor's instruction to carry out your research activities. Your additional input and creative effort will always be appreciated.
- ✓ Contribute your personal strengths towards a constructive relationship.
- ✓ If there is something that you are not satisfied about with your supervisor, talk with him/her politely. If you want to change your supervisor, be sure to discuss your decision with the program director.
- ✓ It is perfectly fine to disagree with your supervisor, but be sure to provide evidence to support your arguments.
- ✓ Besides your thesis committee, you should actively talk with other professors about your research projects and ask them for comments and suggestions.

REFERENCES

Gordon Rugg and Marian Petre, 2004, *The Unwritten Rules of PhD Research*

Sara Delamont, Paul Atkinson, Odette Parry, 2004, *Supervising the Doctorate: A Guide to Success*.

TOPIC 6: COMMUNICATE WITH ADMINISTRATIVE STAFF

Our administrative staff plays a very important role in the success of daily operations at WISE. They provide management services and logistical support for our teaching and research activities. Here are a few suggestions when you communicate with our administrative staff.

- ✓ Show respect to our administrative staff at all levels. You should greet our secretaries, program coordinators and janitors politely.
- ✓ If you need our staff to process your request, you should prepare all the necessary documents from your side ahead of time. This will improve efficiency and reduce your waiting time.
- ✓ If you have any questions that you want to ask from our staff, please be polite in all your communications.
- ✓ Our teaching secretaries often post important information in our website or send them to public mailbox. If you have any questions related to your study, please first check out our website and public mailbox to see if there are relevant answers.

TOPIC 7: EMAIL ETIQUETTE RULES

1. Subject, opening and ending

- ✓ Use a subject that is meaningful and easily understood to the recipient, such as “help on GMM estimation command”.
- ✓ Use appropriate salutation with right level of formality. Spell the name correctly. In general, starting with “Dear Professor XXX(Surname)” to faculty members is formal and never goes wrong.
- ✓ Include a courteous greeting and closing.
- ✓ Provide your full name at the end of your email.
- ✓ Use your real name to set up your email account to reduce the chance for your email to be delivered to spam box.

2. Contents

- ✓ Keep emails brief and avoid using inappropriate comments that may cause misunderstandings.
- ✓ Type in complete sentences.
- ✓ Don’t hesitate to say "thank you", "how are you", or "I appreciate your help".
- ✓ Be careful with abbreviations and emoticons signs. In formal emails, try not to use abbreviations such as BTW (by the way) and LOL (laugh out loudly). If you are not sure whether your recipient knows what it means, it is better not to use it.
- ✓ Before sending the email, do a thorough check; be sure to use proper spelling, grammar and punctuation.

3. Attachments

- ✓ Always choose frequently used file formats (e.g., PDF and doc) to make sure the recipient can open your attachment.
- ✓ When sending large attachments, always "zip" or compress the files before sending them.

4. Miscellaneous

- ✓ When receiving emails from your teachers or classmates, whether they ask for a response or not, always send a reply to acknowledge that.
- ✓ Check your trash box regularly before you delete them just in case an important email may have landed there by mistake.

SAMPLE

Dear Prof. XXX,

I am XXX, a first-year Ph.D. student at WISE. I have been reading some papers concerning GMM recently. I have some questions about technical details. Would you mind if I come to discuss with you on this topic during your office hours this week? I really appreciate your help for me. Thanks so much.

(Sincerely; Best wishes; Take care; etc.)

XXX

REFERENCES

<http://www.101emailtippettips.com/>

<http://www.emailreplies.com/#22subject>

http://www.emailaddresses.com/guide_etiquette.htm

<http://owl.english.purdue.edu/owl/resource/636/01/>

TOPIC 8: PHONE ETIQUETTE

1. During classes or seminars

- ✓ Switch your phone to the silent mode during classes and lectures. You should not pick up any incoming calls unless it is an emergency.
- ✓ Focus on the lecture, not the call.
- ✓ Do not light up your phone's screen whenever someone uses a projector.

2. Miscellaneous

- ✓ Avoid answering calls during face-to-face conversations. If you have to, ask permission of the person with you.
- ✓ Lower your voice when taking calls in Economics Library or teaching buildings. Try to keep a distance from the nearest person when talking on a cell phone.
- ✓ Acknowledge the delay of phone calls because there may be a lag between the time you speak and the time the other person hears you.
- ✓ Choose your ring tone appropriately.

REFERENCES

<http://www.wisegeek.com/what-is-cell-phone-etiquette.htm>

http://www.huffingtonpost.com/2010/03/26/cell-phone-etiquette-15-r_n_514927.html

TOPIC 9: INTERVIEW ETIQUETTE

1. Before the Interview

- ✓ Try to leave a good personal impression to interviewers: you need to brush your teeth and use a mouthwash, wash and comb your hair, trim your nails.
- ✓ If no specific code is required, it is best to wear formal business attire for both men and women.
- ✓ Arrive at least 15 minutes before your interview. The extra minutes will also allow you to fill out any forms or read background materials that might be required. Don't carry your cell phone with you. If you have to bring your cell phone, turn it off; do not set it to vibration mode.

2. During the Interview

- ✓ Give a firm handshake to each interviewer, and address each interviewer by name as he or she is introduced.
- ✓ Pay attention to your body language: stand up straight; when you sit, keep your arms and legs uncrossed and be aware of excessive fidgeting; no foot tapping, hair twirling or nail biting. Women can cross your legs at the ankles while towards the right. For men, feet and knees are shoulder-width apart and hands can be placed at the top of the thighs near the knees.
- ✓ Keep smiling. A smile can make you seem more relaxed and confident. Do not be loquacious; the key to being a good conversationalist is to listen and ask thoughtful questions. Besides, don't act too casual. Maintain a professional distance and avoid talking about your private life.

3. After the Interview

- ✓ Shake each interviewer's hand and thank each interviewer by name. Send a thank you note as soon as possible.
- ✓ If you are invited to have an interview over a meal, note for your table manners. Don't order alcohol and discuss business things unless your host brings it up. Treat food service staff with respect.

REFERENCES

<http://www.dailyfinance.com/2010/05/14/job-interview-etiquette-11-mistakes-to-avoid/>

<http://jobsearch.about.com/od/interviewsnetworking/ss/job-interview-etiquette.htm>

TOPIC 10: TABLE MANNERS (FOR CHINESE CUISINE)

1. Seating

- ✓ You should not sit down or begin to eat before the host (or guest of honor) has told you to; If you are the host, you should invite guests and the eldest person to sit first.
- ✓ Seat yourself from the left side of the chair and sit straight up in your chair, keep 10 to 20 centimeters from the edge of the table.
- ✓ When dining in a restaurant, let a waiter or waitress lead you to a table.

2. Before dinner

- ✓ When dining in a restaurant, ask your guests and the eldest person to order dishes first. When you order dishes for your guests, you should take into account of each guest's food preference and consider ordering just the right amount.
- ✓ Playing with chopsticks or other utensils is considered as a bad manner.
- ✓ Give thanks to the host for his or her hospitality.
- ✓ A host should invite guests and the eldest person to eat first.

3. During dinner

- ✓ It is impolite to reach over someone to pick up food or other dishes.
- ✓ Try not to make sounds while eating or drinking.
- ✓ Use communal utensils (chopsticks or spoons) to bring food from communal dishes to the plates of guests, or, to pass the items along the table for them.
- ✓ Remove fish bones from your mouth by fingers or utensils and then put them on your own plate or napkins.
- ✓ Try to avoid using toothpicks in the public. If you have to, place a napkin or one of your hands in front of your mouth.
- ✓ Have some casual talks during dinner. Eat at a moderate pace is important because it is rude to eat too hastily. Talking with food in the mouth is also very rude.
- ✓ When dining in a restaurant, treat food service staff with respect.

4. After dinner

- ✓ When you leave, say "thank you" to the host; if possible, invite him/her to visit you in the future.
- ✓ When dining in a restaurant, you should discuss how to split the bill beforehand. If someone else pays for your dinner, you should express your gratitude to him or her.

REFERENCES

http://www.zhms.cn/News/ms_liyi/2012-2/201221629673.htm

http://en.wikipedia.org/wiki/Table_manners

<http://mooc.chaoxing.com/nodedetailcontroller/visitnodedetail?knowledgeId=232055>

TOPIC 11: DRESS CODE

1. General Guidelines

- ✓ Dress up according to occasions.
- ✓ Wear decently to social events.
- ✓ Be clean and neat.
- ✓ Be conservative and do not wear casual clothes to formal occasions. Wear comfortably to casual occasions.
- ✓ A dark color often looks more professional especially if it is made out of fine material.
- ✓ You should dress in a way that suits your personal identity.

2. Female

- ✓ Wear minimal jewelry, unless you attend a very formal gathering.
- ✓ High heels are inappropriate.
- ✓ Skirts or pants should not be too short.

3. Male

- ✓ Do not wear flip-flops.
- ✓ Excessive long hair is inappropriate.

REFERENCES

<http://www.elegantwoman.org/dress-code-etiquette.html>

<http://www.dresscodeguide.com/>

TOPIC 12: WAYS TO RELEASE STRESS

In modern society, most people face all kinds of daily stress. In a survey of WISE graduate students in the spring semester in 2012, some students mentioned they suffer some degree of pressure, from finance, study, and exams. Interestingly, they also listed several ways of reducing stress: self-entertainment, studying in library, chatting with family members and friends, dining out, mountain climbing, sleeping, listening to music, and complaining with each other. WISE can do better and do more in terms of organizing more extracurricular activities, teacher-student interactive activities, but everyone can use many simple and effective ways to release stress. Below are some tips for reference.

- ✓ Unite with, care about, respect, and help your fellow students. Staying at WISE for a few years can help you develop a deep friendship with your classmates. Don't miss this chance. For example, if your classmates present their proposals or papers, make sure you show up and offer as many comments as you can to show your support and encouragement.
- ✓ Read some books on "self help" or "self improvement", such as books by Dale Carnegie, books on positive psychology. This will help you develop optimistic attitude. You are strongly recommended to watch the online course "Happiness" by Prof. TalBen Shahar from Harvard University. The web link is <http://v.163.com/special/sp/positivepsychology.html>.
- ✓ Find various ways and opportunities to interact with faculty and students at WISE and at XMU, for example, studying group, office hour, tea time party, seminars, joint research, dining out, sports activities. Do not stay alone for too long (such as a week).
- ✓ Learn and practice a few sports items that fit your preference and schedule, and try to practice regularly. For example, mountain-climbing, walking, running, swimming, playing basketball.
- ✓ Develop a hobby, whatever it is, such as cooking, singing, shopping in a mall, or reading academic books. A hobby can help you keep doing and enjoying something you love to do.
- ✓ We recommend a bestseller series by Dr. David Niven: "100 Simple Secrets of Happy People: What Scientists Have Learned and How you Can Use it", "100 Simple Secrets of Successful People," "100 Simple Secrets of Healthy People," "100 Simple Secrets of Great Relationships," "100 Simple Secrets of Happy Families," etc.. The feature of this series is that each secret takes only one page; it is a summary of many academic studies in psychology, sociology, and medical science. Each secret comes with an interesting story. Most of the secrets are simple rules or principles that we neglect or misunderstand in our real life. This series can also help you transform economic academic research to pop articles or stories.

- ✓ Learn a bit economics of happiness, combining your study of economics and your pursuit of happiness together. A good book is Richard Layard's "Happiness: Lessons from a New Science."
- ✓ Be a volunteer on and off campus, enjoying the good feeling of helping others. Attending community activities can also broaden your horizon and get acquainted with more people and know more things in this world.
- ✓ Contact your family members regularly. Go back home and stay with your family for some time during the summer and winter holidays if possible. Do not stay alone for too long time far away from home.
- ✓ If you are in a hard time and cannot overcome difficulty by yourself, do not hesitate to ask for help from your friends, fellow students, and teachers. WISE community together can help you out.

Finally, we wish you all the best. Please remember to share with us your tips of being successful, happy, and healthy. We will keep updating this guide.

etiquette

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