



China-EU School of Law 中欧法学院

At the China University of Political Science and Law 中国政法大学

FACULTY MANUAL

Double Masters' Programme

Master of European and International Law

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1. Introduction

1.1 About CESL

The China-EU School of Law (CESL) is located on the Changping campus of the China University of Political Science and Law (CUPL). The school was established on the basis of a network of governmental contracts, including: the Financing Agreement signed by the Chinese government and the European Commission, the Grant Contract between the European Commission and the University of Hamburg, and the Agreement on Sino-Foreign Jointly Run School. The school received its official approval from the Chinese Ministry of Education on September 17, 2008, formally establishing CESL as a non-profit school integrated into CUPL with no independent legal status. CESL is jointly operated by CUPL and UHH with the partnership of 15 additional world-class European and Chinese universities and higher education institutes.

CESL will implement four primary programmes: the **Master's Programme** is composed of the Double Masters' Programme for Chinese graduates, the Master of European and International Law for international and/or Chinese graduates and the Master of Chinese Law for Chinese graduates; the **Professional Training Programme** is designed to train lawyers, judges and prosecutors; the **Research and Consultancy Programme** will support CESL faculty research and provide top quality consulting services to various clients including the Chinese government; finally, the **Ph.D Programme** will support both Chinese and European Ph.D candidates, with an eventual degree programme at CESL and the possibility of being partially merged with the Research Programme.

1.2 About the Master's Programme

The flagship programme of CESL is the Master's Programme, divided into the Double Masters' Programme for Chinese applicants, the Master of European and International Law for international and/or Chinese graduates and the Master of Chinese Law for Chinese graduates.

The Double Masters' Programme combines the requirements of either the Juris Master of Chinese Law (Chinese JM) or the Master of Chinese Law (Chinese LLM) with the Master of European and International Law (European LLM). The programme lasts three academic years (six consecutive academic semesters) culminating with the conferral of two degrees: either a JM or LLM degree from CUPL plus an LLM degree from UHH. Applicants for this programme must participate in the Chinese National Graduate Admissions Examination.

International and Chinese graduates are eligible to apply for the Master of European and International Law as an independent degree programme. If pursued in this way, the programme is one academic year (two consecutive academic semesters) and culminates with the conferral of a LLM degree from UHH.

1.3 Profile of CESL Students

(1) 2015 Intake

Total number	111
Male	31
Female	80
National Minority	10
International Students	12

(2) 2014 Intake

Total number	129
Male	45
Female	87
National Minority	7
International Students	15

(3) 2013 Intake

Total number	107
Male	32
Female	75
National Minority	6
International Students	13

1.4 About the CESL Campus

CESL is located on the Changping campus of CUPL. The campus is within the northern suburbs of Beijing, neighboring the edge of the Jundu Mountain Range where the Great Wall, Ming Tombs, several reservoirs, the Mangshan Forest Park and many other historical sites are located. It takes no more than fifteen minutes by bus or car to arrive at the Ming Tombs, the largest reservoir or the Mangshan Forest Park from the Changping campus. Alternatively, the same sites can all be reached by bicycle in less than a half hour.

2. Important Information Following Your Arrival

2.1 Welcome

After you have finalized your travel arrangements, please inform CESL's administrative office with the details. Please note:

(1) Flying faculty and other guests could take a taxi to CESL in Changping. Upon request, CESL could also arrange the airport pickup. The per-diem deduction for pick up service is calculated according to the following principles.

- Normally the school car can be used for airport pickup.
- If the school car is occupied for administrative purpose, a taxi can be arranged.
- For statutory holidays usually a pick up by taxi is organised.
- If more than one guest share the pick-up, the cost will be shared correspondingly. .

Taxis are widely available at Beijing Capital International Airport. Please ask the driver to take you to the Dazhaimen Auspicious Business Hotel 大宅门迎祥商务酒店 (Address: 23 Fuxue Road, Changping, Beijing 北京市昌平区府学路23号, Tel: 0086 10 80116060). The hotel is approximately 8 to 10 minutes walk from the CESL Office). All the flying faulty who teach at CESL in Changping will be accommodated at the Dazhaimen Auspicious Business Hotel unless otherwise indicated.

Please do not take illegal taxis at the airport. Legal taxis can be easily identified by looking at the license plate, which always begins with "京 B".

The taxi will cost around 200 yuan. If you arrive during peak hours or at night the cost will be higher.

If you cannot speak Chinese, we suggest that you print out the following directions and show them to the taxi driver:

请送我去北京市昌平区大宅门迎祥商务酒店（昌平区府学路 23 号）。
京藏高速西关环岛收费站出口下高速，第一个路口（政府街西路）右转，直行约 3000 米，可见大宅门迎祥商务酒店。

Please take me to the Dazhaimen Auspicious Business Hotel

First take the Jingzang Highway at 5th Ring Road, leave at the exit for Xiguan Huandao. Take the roundabout's first exit for Zhengfujie Xi Lu. Drive straight along the road about 3km until you arrive at the hotel.

Please ensure that you take all your belongings with you when you leave the taxi.

If you have any question, please contact Ms. Ma Anna on Tel: 86-10-59915792 / Mobile: 86-13260268129 / Email: annayuhuai@126.com.

(2) After you have checked in, please fill in a registration form and visit Ms. Ma Anna at the CESL administrative office, Room 410 of CUPL's International Exchange Center (IEC). She will show you to your office and distribute all materials pertaining to your academic duties as well as practical information.

2.2 Offices

Most offices are located on the 4th floor of the IEC. The office is fully furnished including an internet ready desktop PC.

2.3 Meals

During your stay at CESL on the days you have class you are entitled to a free lunch at the IEC first floor cafeteria, (Ms. Ma Anna will provide you with a lunch card).

For information about restaurants in Changping, please visit CESL's website at <http://www.cesl.edu.cn/eng/stuservice.asp>, and you will see a map of Changping restaurants, information is also provided at the end of this manual.

2.4 Classrooms

Generally 306 Mingfa Building is for lectures and 210 is for tutorials; Room 306 has 150 seats while Room 210 can hold 60 people. In addition to these rooms, CESL will also use classrooms 304, 308, and 312 in the Mingfa Building and 102 and 112 in the neighboring Ge Wu Building. Multimedia technology is available in rooms 210, 305, 306, and 308, and every classroom is equipped with a white board.

CESL Classrooms

	Classroom	Seats	Equipment
Mingfa Building	210 (classroom)	60	Projector & a white board
	304 (seminar room I)	20	A white board
	305 (classroom)	150	Projector & a white board
	306 (classroom)	150	Projector & a white board
	412 (seminar room II)	30	Projector & a white board
	312 (seminar room III)	20	A white board
Gewu Building	102 (seminar room IV)	30	A white board
	112 (seminar room V)	20	A white board

2.5 Accommodation

You will be staying in the Dazhaimen Auspicious Business Hotel 大宅门迎祥商务酒店 (Address: 23 Fuxue Road, Changping, Beijing 北京市昌平区府学路 23 号 Tel: 0086 10 80116060, Fax: 0086 10 80116006). Changping dates back to the Ming and Qing Dynasties. Situated on Fuxue road, Dazhaimen isuses the traditional Peking style. Your office in IEC is within walking distance from the hotel.

2.6 Reimbursement and Payment

As all reimbursement and payment matters are handled by UHH, please be sure to consult the Managerial Guide for the most accurate information regarding compensation.

You are expected to bear the up-front cost of all of your expenses pertaining to your trip. The boarding passes will be required to acquire your per diems.

There are several ATM machines located around campus that will allow you to withdraw local currency using your card. (Cash is by far the most common transaction method in China and often your international credit cards may not work even in locations where VISA/Master card are advertised. It is best to always carry at least some cash with you.)

3. Academic Policies and Resources

3.1 Course Materials

CESL will provide the students with a printed version of the course materials for each course of the master programme containing the materials the lecturers will use in their courses. The materials will also be uploaded onto the CESL website (password protected).

All courses shall follow this outline:

3.1.1. Introduction

- Short description of the course and key concepts/objectives, max 300 words.

3.1.2. Course Syllabus

- List of contents that will be dealt with during the course, divided according to the planned lectures (1-2 pages).

3. 1.3 Course Reading Materials

- Materials (treaties, conventions, agreements etc.) TEU and TFEU will be provided by CESL.
- Main text book/Basic reading (if possible, the same text book shall be used as in other courses of the module within one field of law) as well as cases to be used in the lectures.
- Further reading suggestions may be added.
- Not more than 100 pages per credit point (PPT slides not included).

3.1.4. PPT-Slides

- PowerPoint slides (hand out format, 3 slides per page).

3.1.5. Tutorial Booklet

- Short description of the tutorials and key objectives (max 300 words).
- Materials to be used in the Tutorials (book extracts, journal articles or cases).

3.1.6. Grading

- Description on how the course will be graded, for example, only written exam or combined with exercise paper and/or outstanding participation during the tutorials etc.

3.1.7. Module Exam Question

- Please provide us with one module exam question in order to help the students better prepare for the exam.

3.2 Preparation of course materials and contribution of lecturers

CESL staff will prepare a cover for the materials and put all the sent materials into one course booklet to ensure unity of readers.

3.2.1. Types and quality of documents

- Please send the materials separately as 'Word', 'PDF' or 'PowerPoint' files so that we can put them together into one booklet.
- All photocopies must be of good quality.

3.2.2. Submission of materials

- by email at least three weeks before the course begins to:
cesl-master-programme@jura.uni-hamburg.de

3.2.3. Copyrights

- Please ensure not to infringe copyrights of any used materials.

3.2.4. CV and picture for the CESL website

- Please submit your CV (short English version) and a picture to:
cesl-master-programme@jura.uni-hamburg.de

3.3 Tutorials

For every course tutorials should be organized.

- Recapitulation of course contents in small groups by e.g. group discussions, moot court simulations
- Special attention to methodology (e.g. legal reasoning, analyzing)
- The number of tutorials varies in the different courses from 4-6 hours tutorials. Please see the

course schedule for number of tutorials.

1. As tutorial lecturers can be considered e.g. research assistants or Ph.D. candidates (besides full Professors).
2. Number of tutorial lecturers depends on the total number of students. Normally 2 tutors will be needed (number of students per group 25-30).
3. Tutorial Booklet
 - For the tutorials please provide a short description of the tutorials and key objectives (max 300 words) as well as the materials to be used in the tutorials.
4. Materials for the tutorials can also be sent to:
cesl-master-programme@jura.uni-hamburg.de

3.4 Office hours

Office hours should be offered at one day after lecturing for the students to be able to ask question or discuss Master Thesis topics.

3.5 Course evaluation

1. Every course and lecturer will be evaluated by CESL.
 - Results will be submitted to the lecturer directly.
 - All evaluations of a module will be made available to the coordinators.
2. Evaluations should be considered for module organization and selection of lecturers.

The purpose of teaching evaluations is to provide timely feedback from students to course instructors and thus to gain a better understanding of what students enjoyed and any concerns, they may have. This enables instructors to make improvements and /or adjustments accordingly. An evaluation will be conducted for every course. Results will only be released to instructors after the submission of final grades.

China-EU School of Law

Evaluation form for **students** - Master of European and International Law (LL.M.)

Please evaluate the course attended. Your participation is anonymous!

I.

1. Module:

2. Course:

3. Lecturer:

II. Content of the course

	I agree completely	←	←	→	→	I disagree completely
The course content is well structured.						
The meaning of the content for the overall master programme became clear.						
I have gained important and meaningful knowledge.						
The course imparted contexts and not just particulars.						
The content of this course is well coordinated with the remaining courses.						

III. Didactic

	I agree completely	←	←	→	→	I disagree completely
The learning target of the course was obvious.						
The learning target was well explained and portrayed comprehensibly.						
The performance and examination requirements were clearly indicated.						
Essential and nonessential information was clearly separated.						

The content was illustrated by using well chosen examples.						
The learning process was supported by exercises.						
The students were well integrated in the course.						

IV. Lecturer

	I agree completely	←	←	→	→	I disagree completely
The lecturer was well prepared for the course.						
The lecturer answered questions clearly and in detail.						
The lecturer has a strong command of the subject.						
The subject matter was lectured competently.						
The lecturer's pronunciation was easy to understand.						
The lecturer's way of teaching was vivid.						
The lecturer encourages the students to participate and to ask questions.						
The lecturer awakens the interest in the subject matter.						
The lecturer considers the previous knowledge of the students.						
The lecturer creates a pleasant working atmosphere.						
It was easy to talk to the lecturer beyond the class hours.						

V. Course materials

	I agree completely	←	←	→	→	I disagree completely
The course materials fit the course content.						
The course material supported the learning objectives.						
The course materials were well structured.						
The volume of the course materials provided was appropriate.						

The use of media (beamer, blackboard, etc.) was appropriate.						
--	--	--	--	--	--	--

VI. Overall appraisalment

The lecture was

Excellent Good Satisfactory Fair Poor Unsatisfactory

VII. What did you like about the course?

VIII. What did you dislike?

IX. Do you have any further comments?

Thank you for participating in the survey!

Date:

3.6 Master Thesis

1. Every lecturer who teaches at CESL will be asked to supervise at least two master theses and therefore to propose two or more topics.
2. Lecturers are free to discuss topics with the students during their stay in Beijing or afterwards by email.
3. If the lecturer fixes topics with students, the topic, student's name and email address should be submitted to:
cesl-master-programme@jura.uni-hamburg.de
4. Detailed information on the master thesis procedure will be submitted by CESL.

3.7 Examinations

3.7.1 Organisation

(1) There will be one or two written and surveyed exam per module. The exams will be organised and surveyed by CESL staff in Beijing.

(2) Every lecturer has to contribute questions to the exams concerning the content of her/his course. Per credit point of her/his course the lecturers shall pose one question, which can be answered in 30 minutes.

(3) Every lecturer has to inform the students of their exam expectations during the lectures and/or provide a last year's exam and model answer to that exam. The model answer will be published on the CESL website for students.

(4) Every lecturer also needs to provide a model answer to the exam questions asked in the current year which will be published on the CESL website shortly after the exam.

(The co-deans have decided to take these decisions and these actions in order for students to have proper feedback. We also have taken into account the different exam practices among flying faculty and professors from different countries and different exam traditions. In case of the non-availability of last year's exam questions please provide the students with some samples.)

Please send the documents above mentioned to: annayuhuai@126.com and maanna_cesl@cupl.edu.cn.

(5) At the end of the course the exam questions are to be submitted by Email to Ms. Ma Anna annayuhuai@126.com.

(6) After grading the exams, every lecturer shall indicate which exam is considered the best exam. The best exam will be scanned and sent back by email to CESL Teaching Administration in Beijing together with the exam results. After removal of name and identification, the best exam will be published on the CESL website.

(7) Additional questions for possible re-sits are to be submitted at the same time. (Per credit point of the course one question which can be answered in 30 minutes.)

(8) Statutes and language dictionaries may be brought into the exams by the students. Law dictionaries and all other materials are not permitted.

(9) The questions of every lecturer will be answered on separate sheets. The completed exams will be sent by post to all lecturers. Every lecturer gets only the answers to the questions she/he contributed.

3.7.2 Correction and Grading

(1) Every lecturer has to mark (correct and grade) the answers to the questions she/he contributed.

(2) Every question is to be graded with points between 10 (maximum) and 1. Due to the final grading system (see below) on average 6 point per course are required to pass the exam.

(3) The completed form sheets are to be scanned and sent back by email to CESL in Beijing within two weeks.

3.7.3 Final Grading

(1) The final grading is to be done at CESL in Beijing.

(2) CESL will use a grading scale of 1-10 and as from academic year 2013/2014 issue certificates using a 10-mark transcript.

(3) The result is to be ranged in the following system for the final grading of the exams:

Grade	Percentage		
A	10.0-9.0	Excellent	Outstanding performance
B	8.9-8.0	Good	Performance is considerably above average.
C	7.9-7.0	Satisfactory	Average performance
D	6.9-6.0	Sufficient	Despite deficiencies, performance meets the requirements
F	Below 6.0	Insufficient	Due to considerable deficiencies performance does not meet the requirements

3.7.4 Failing and Re-sits

(1) An exam is to be considered failed and must be repeated if the total grade is below 6.0 or the average grade of the questions of one course is below 3 points.

(2) If the total grade is 6.0 or more but the average grade of the questions of one course or more courses is below 3 the candidate has to re-sit the exam in all courses in which the average grade is below 3 points.

(3) If the average grade of the questions of each course is 3 points or more but the total grade is

below 6.0 the candidate has to re-sit the exam in all courses in which the average grade is below 6 points. If the total grade after the re-sit is 6.0 or more but the result of one course is worse than the result of the original exam the original exam is to be counted.

3.8 Library

Comprehensive details about CUPL's library including the opening hours are available on the CESL website: www.cesl.edu.cn/eng/ecslibrary.asp.

Full access to WestLaw and LexisNexis are available to CESL faculty.

3.9 Lecturer Evaluations

At the end of the course, each lecturer is required to fill an evaluation form. The evaluation will cover the assessment of the lecture, language skills of the participants, and an overall appraisal. And we will appreciate any suggestions and comments you wish to give to the school and / or the programme.

China-EU School of Law

Evaluation form for lecturers - Master of European and International Law (LLM)

Please evaluate the participants of your course.

I.

1. Module:

2. Course:

3. Lecturer:

4. Date(s) of lecture:

II. Lecture

	I agree completely	←	←	→	→	I disagree completely
The students were well prepared for the course.						
The students were interested in the subject matter.						
The students had previous knowledge of the subject matter.						
The students participated actively in the discussion and raised questions.						
The learning atmosphere was good.						

III. Language skills

	I agree completely	←	←	→	→	I disagree completely
The student's knowledge of English allowed for a good communication.						

VI. Overall appraisement appraisal

The group of students was

Excellent Good Satisfactory Fair Poor Unsatisfactory

VII. What was positive about the course given?

VIII. What was negative?

IX. Do you have any further comments?

Signature:

Date:

4. Transportation

CESL is located on the Changping campus of CUPL (27 Fuxue Road, Changping, Beijing), 38 km from the Xueyuan Lu campus via the North 3 Ring Road. From the Xueyuan Lu campus, you can easily access central Beijing. (See map below).

4.1 University Shuttle Bus

(1) Schedule

Route	Monday – Thursday	Friday	Saturday Sunday
Xueyuan Lu to Changping	7:00, 8:40, 12:30 (exit the highway from EXIT Xisanqi), 14:20, 17:00	7:00, 8:40, 12:30 (exit the highway from EXIT Xisanqi), 14:20, 16:30	16:30
Changping to Xueyuan Lu	6:50, 9:50, 13:00 (exit the highway from EXIT Xisanqi), 15:20, 17:00, 19:00, 21:30	6:50, 9:50, 13:00 (exit the highway from EXIT Xisanqi), 15:20, 16:30, 19:00, 21:30	7:30
Xizhimen ↔ Changping	To Changping: 7:00; Return from Changping:17:00	To Changping: 7:00; Return from Changping:16:30	N/A
Anhuaqiao ↔ Changping	To Changping: 7:00; Return from Changping:17:00	To Changping: 7:00; Return from Changping:16:30	N/A
Xisanqi ↔ Changping	To Changping: 7:05; Return from Changping:17:00	To Changping: 7:05; Return from Changping:16:30	N/A
Xuefuyuan ↔ Changping	To Changping: 6:45; Return from Changping:17:00	To Changping: 6:45; Return from Changping:16:30	N/A
Shijicheng ↔ Changping	To Changping: 6:40; Return from Changping:17:00	To Changping: 6:40; Return from Changping:16:30	N/A

(2) Bus Stops

The Changping campus stop is in front of the fountain opposite to the Main Building (the south side of the main library) (see attached map).

The Xueyuan Lu campus stop is in front of the main teaching building.

(3) It takes approximately 50 minutes from the Changping campus to the Xueyuan Lu campus by shuttle. The faculty and staff of CUPL can take the shuttle bus for free by showing their employee cards, and an equivalent is available for the flying faculty.

4.2 Taxi

(1) From Beijing Capital International Airport to Changping campus (Distance: 42KM)

It will take you 50 minutes and approximately 200 RMB by taxi from Changping campus to the airport.

(2) From the Changping campus to Tiananmen Square (Distance: 36KM)

The taxi fee from Changping to Tiananmen Square is approximately 180 RMB (including a 15 RMB highway toll fee).

You can book a taxi in advance by calling 96103, which is also available in English.

4.3 Public Buses

There are three bus stations near the Changping Campus: One by the north gate, one opposite the South Gate and the other in front of the Yangguang Shangsha Shopping Mall, 100 meters from the South Gate.

Buses from Changping to central Beijing (*Deshengmen Xi 德胜门西*):

<i>Route</i>	<i>Nearest Bus stop</i>	<i>first bus</i>	<i>last bus</i>
345 (Express)	Yangguang Shangsha shopping mall	5:30	22:00
888 (Express)	In front of Yangguang Shangsha McDonalds	6:00	20:30
886	North Gate	5:30	21:00

Buses from central Beijing to Changping

<i>Route</i>	<i>Bus stop</i>	<i>first bus</i>	<i>last bus</i>
345 (Express)	Deshengmen Xi (德胜门西)	5:30	22:00
888 (Express)	Deshengmen Xi (德胜门西)	7:10	21:40
886	Deshengmen Xi (德胜门西)	6:30	22:00

Buses in Changping:

No. 314 go to the Ming Tombs;

No. 888 goes to Mangshan Forest Park (1441m from Changping Fengshan).

To go to the Badaling Great Wall take bus No.357, No. 870 or No. 655 to Dengzhuang (邓庄) and then transfer to No.879.

Bus numbers 491, 492, 326 Changping 1, 2, 11, 13, 16, 21, 51 and 63 cover the Changping District.

Taxi Reservation for a Tour of Beijing

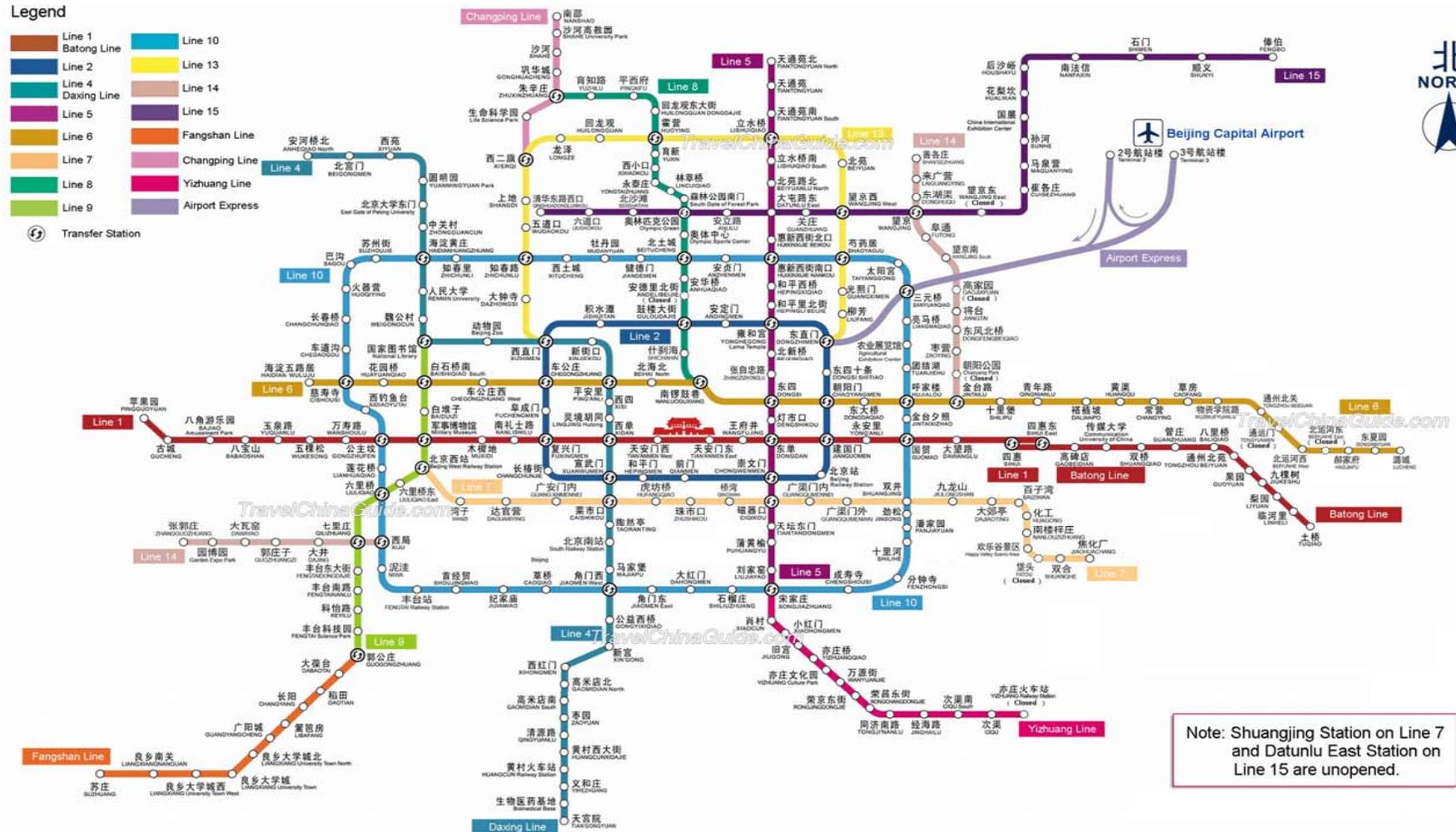
1. CESL is unable provide formal tours of Beijing. However, please find below information for your reference.
2. If you are interested in taking a tour of Beijing by taxi from Changping, you may choose one option and CESL administrative staff will make the reservation for you.
3. Although we cannot arrange staff or students to accompany you, we will do our best to help.

Proposed route	Destination	Date	Departure Time
Tour route 1 <i>Half day</i>	<i>Sacred Way and Ming tombs, call for taxi driver; a route map in Chinese</i>		
Tour route 2 <i>Full day</i>	<i>Great wall, Sacred Way and Ming tombs,</i>		
Tour route 3 <i>Full day</i>	<i>Bell tower, Prince Gong's Palace and Forbidden City</i>		
Tour route 4 <i>Half day</i>	<i>Bell tower, Prince Gong's Palace and Hutongs around Shisha Hai,</i>		
Tour route 5 <i>Half day</i>	<i>798 Arts District</i>		

4.4 Subway

The Changping Line runs from Xi'erqi to Nanshao, where you can transfer to buses No.870, Changping 1, 2, 11, 31, 51, 59, 67 to CUPL south gate.

Beijing Subway Map (Click to Enlarge)



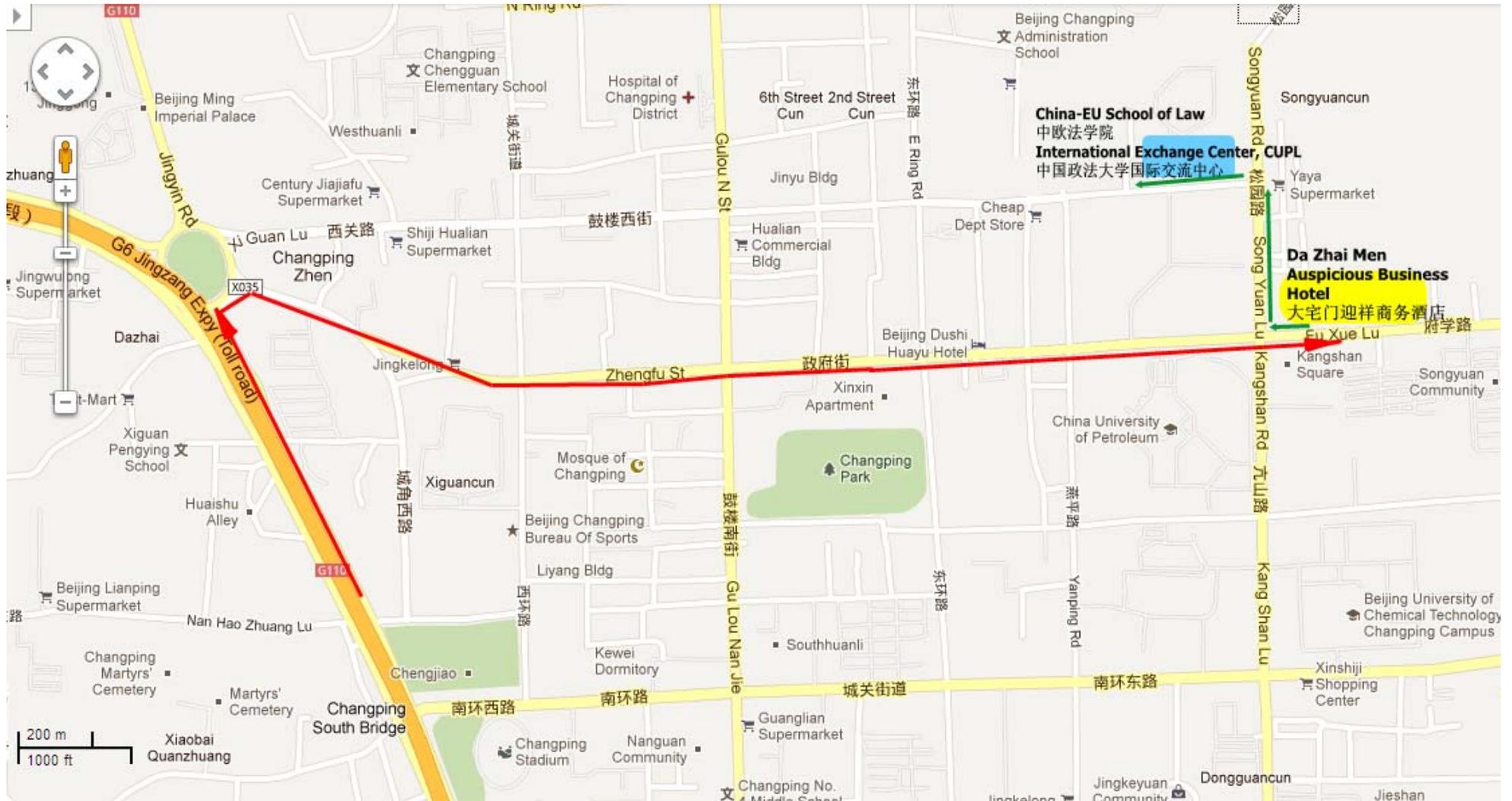
4.5 Maps

Map of Beijing (from central Beijing to Changping)

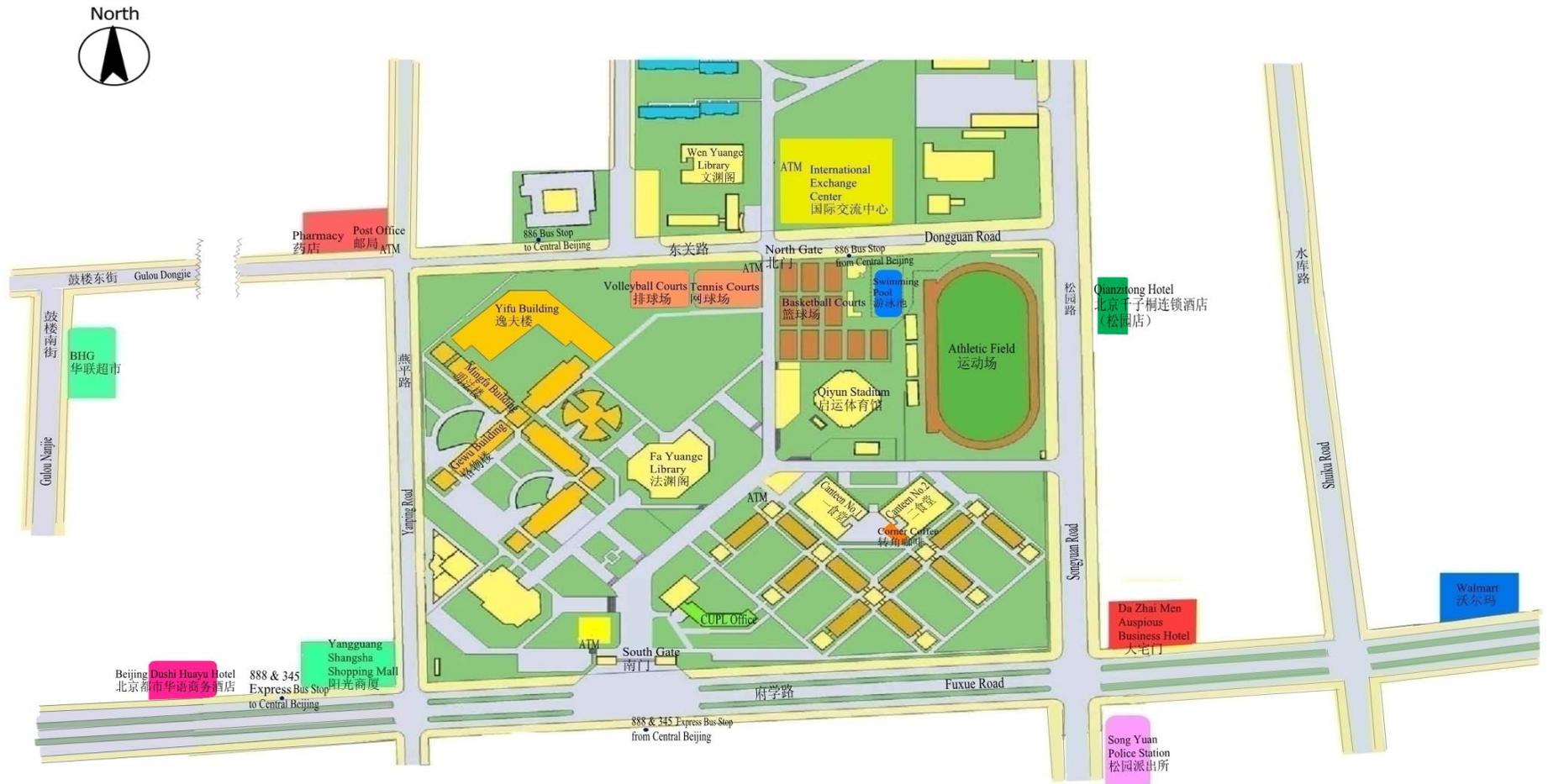
CESL is located in the Changping district of Beijing. Please take the Jingzang Expressway from central Beijing to Changping.



Map of Changping District (from Jingzang Expressway to Dazhaimen Auspicious Business Hotel and from Dazhaimen Auspicious Business Hotel to the China-EU School of Law. Please leave the expressway at the Xi Guan Huan Dao (西关环岛) exit.



Map of CUPL Changping Campus



CUPL (Changping) Campus Map

Map of Changping Restaurants

