



SCHOOL OF MANAGEMENT, FUDAN UNIVERSITY

BBA EXCHANGE FACT SHEET 2018-2019



Contacts

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<http://www.fdsm.fudan.edu.cn/en>

Exchange Academic Overview

TERM DATES

Fall Term: early September – early January

Spring Term: late February – early July

*Please note that the term dates are subject to change. The most up-to-date academic calendar will be sent to the students once confirmed. The duration of classes vary according to different course schedule, and the exam schedule for each course is made available during the semester. Students are encouraged to make their return flight arrangements after they confirm the exam date with professors.

ORIENTATION

International Student Orientation is mandatory for BBA exchange students, hosted by the International Exchange & Cooperation Office. The one-day orientation will be held in late August and late February before the classes begin. It is strongly recommended that students arrange to be in Shanghai one week prior to classes starting in order to attend the orientation, complete registration, arrange accommodation, and become familiar with the surroundings.

COURSE

Each credit point corresponds to 18 contact hours per semester. For example, a two-credit subject equal 36 hours per semester, a 3-credit subject equals 54 hours. Exchange students may study a maximum of 6 courses; a minimum of 2 courses is required for exchange students to maintain visa status.

LOAD & CREDITS

TEXTBOOKS

The cost of textbooks is not included in tuition. Exchange students should purchase their own copies.

COURSE

REGISTRATION

PROCESS

Exchange students have the freedom in course selection via the Fudan online course registration system provided they meet the course prerequisites on a space available basis. Courses registration for exchange students starts on the first day of class. Since the English taught course list is not available online, exchange students may contact program coordinator for the information within one month prior to the beginning of semester.



CLASS ATTENDANCE Class participation is mandatory and is part of the course grade. Students are required to inform the instructor prior to the class if they will be absent. Travel reasons will not be approved as excuses. Usually, auditing is not allowed.

ACADEMIC REQUIREMENTS Exchange students must be on BBA or relevant programs with junior or above levels selected by the partner schools.

EXAMINATIONS Exam dates will be announced by respective courses. Students must have attended at least 2/3 of classes to be eligible for the final exams. The examinations are held in the two-week period following the last class. Special arrangements cannot be made for exchange students to write their exams in other than the official examination period.

OFFICIAL TRANSCRIPTS Official transcripts are issued approximately 6 to 8 weeks following the end of the term. One copy of the official transcript will be sent to student's home coordinator.

GRADING	Grades	A	A-	B+	B	B-	C+
	100	90-100	85-89	82-84	78-81	75-77	71-74
		C	C-	D	D-	F	
		66-70	62-65	60-61	Re-sit	<59	

- Percentage of students who are graded A or A- shall be less than 30% of a class;
- Percentage of students who are graded B and above (including B, B+, A- and A) shall be under 70% of a class;
- Percentage of students who are graded C and above (including C, C+, B-, B, B+, A-, A) shall be under 90% of a class;
- Percentage of students who are graded below C- (including C-, D, and F) shall be at least 10% of a class;
- D- is graded for those who pass their re-sit examination only.



EVENTS & SEMINARS

Students will receive weekly newsletter of on-campus lectures, research seminars organized by different programs or departments at Fudan, in which they are highly encouraged to participate.

Nomination & Application

DEADLINES	Term	Nomination Deadline	Application Deadline
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	Fall	April 15	May 31
	Spring	October 15	November 30

APPLICATION MATERIALS Online:
Complete Fudan's International Exchange Student application online.
Hardcopy : submit during on-campus registration
Completed application form (with student's signature)



Practical Information

VISA & RESIDENCE PERMIT All exchange students are required to obtain an X1 or X2 visa. Upon acceptance FDSM will issue a JW202 Form for students to apply for their visa at local Chinese Embassy or Consulate. Please make sure to meet all entry requirements before applying. Please check the Handbook for International Students in the admission package to see whether the students need to apply for residence permit during their stay in China.

ESTIMATED EXPENSES	EXCHANGE		
	Housing:		RMB ¥3000-5000/month
	Meals:		RMB ¥ 50-100/meal
	Health Insurance:		RMB ¥ 400/semester
	Transportation:		RMB ¥ 2-4 for single bus tickets, RMB ¥ 3-7 for metro
	Personal Spending:		RMB ¥ 2000/month

*Please note that student expenses vary based upon choices on housing and personal lifestyle.

ACCOMMODATION Exchange students can apply online for on-campus student dorms at <http://iso.fudan.edu.cn/en/house.htm>
Due to limited on-campus rooms, students should prepare for their own housing arrangements. Other options for off-campus housing:
<http://www.tohee.com/>
<http://www.smartshanghai.com/>

STUDENT SERVICES Fudan School of Management and BBA Exchange Program will assist exchange student with communication matters, offers resources for them to navigate student life at FDSM. Students are highly encouraged to join the Exchange Buddy Program, and many other talks and lectures on campus. The University dining halls and libraries are open to exchange students holding a campus card (be available after on campus registration).