



SCHOOL OF MANAGEMENT, FUDAN UNIVERSITY

GRADUATE EXCHANGE FACT SHEET 2023-2024



Contacts

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Exchange Academic Overview

TERM DATES

Fall Term: early September – early January (Masters and MBAs)
Spring Term: late February – early July (MBA students only)

*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 exact length of exchange semester varies from student to student, according to their course and exam schedule. Students are encouraged to make their return flight arrangements after they confirm the exam date with professors.

ORIENTATION

International Student Orientation is mandatory for exchange students, hosted by the International Exchange & Cooperation Office. The orientation will usually be held in late August/early September and late February/early March, one week before the class begins. 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 LOAD & CREDITS

Exchange students usually take between 2 and 6 courses per semester. MBA/Graduate-level courses are usually 1, 2 or 3 Fudan credit(s). One Fudan credit is equivalent to 18 contact hours, and one contact hour corresponds to 45-minute classroom period. For most of the half-semester-long courses, classes are held for 3.5 hours per week, and run for 7 weeks, followed by 2.5 hours' examination = 27





classroom hours (36 contact hours) = 2 Fudan credits. For 4-day module-based courses, they consist of four 7-hour classes and 3.5 hours of team works & final assignment (around 42 contact hours), and are generally equal to 2 Fudan credits.

TEXTBOOKS

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

COURSE

The updated course list and course selection instruction will be available two months before the semester begins. All exchange students will be choosing their courses through the online course selection page on their FDSM Student Portal, which is on a first come, first-served basis.

REGISTRATION**PROCESS**

*Please keep in mind that some courses may have certain work experience requirements. If a course reaches its enrollment capacity, students will not be able to select online, and will need to write to the academic advisor to become waitlisted. In addition, the School reserves the right to cancel courses that fail to meet the enrollment minimum.

ADD/DROP POLICY

After registering for courses, students may wish to make changes to their course schedule. Please review the following deadlines and policies before making any changes.

Adding a Course

During the online selection period, students can add courses on their Student Portal where seats are available. Adding a course after online selection period requires academic office approval. Students are not allowed to add a course once it has begun.

Dropping a Course

When online selection system opens, students may drop courses by logging into their Student Portal. Once online registration ends, students can drop a course at least one week prior to the class start date without academic penalty (without receiving the grade of F) by submitting an email request to the exchange coordinator at fdms_iec@fudan.edu.cn. Registered students who do not show up or who do not submit any work for a class will receive a failing grade.

WAITLIST

Students who wish to be added to the waitlist of a course that is full need to write an email request to exchange coordinator at fdms_iec@fudan.edu.cn.

CLASS ATTENDANCE

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

ELECTIVE OFFERINGS

Course offerings vary from year to year. Please contact the exchange coordinator for the most updated course list. Most exchange courses are taught in English. Exchange students with Chinese language proficiency may register for electives taught in Chinese (if any).

EXAMINATIONS

Exchange students able to fulfill the minimum 70% class attendance requirement are eligible to sit for final exams. Written exams or project presentations may take place the last session of the class or week after the last session. Students need to confirm the exam dates with the professors before they arrange their returns, and will not be excused from exams for air tickets.

OFFICIAL**TRANSCRIPTS**

An unofficial transcript can be requested for no charge via Student Portal. It does not bear the Dean's stamp, and can be downloaded from the Portal. 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, along with the exchange certificate.



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 newsletter of on-campus lectures, research seminars organized by different programs or departments, in which they are highly encouraged to participate. Unpaid internship is allowed for international exchange students, and a work permit is needed from the University.

Nomination & Application

ENTRY REQUIREMENTS Prospective students are required to meet the follow qualifications:

- To be on graduate or above level
- To be officially nominated by one of FDSM's partner schools
- To be enrolled in an MBA program (Spring exchange only)

DEADLINES	Term	Nomination Deadline	Application Deadline
	Fall (Master & MBA)	March 31	April 30
	Spring (MBA)	September 30	October 31

APPLICATION MATERIALS

Online Application Form:
Complete Fudan International Exchange Student Application online.

Other Supporting Documents:
Copy of Passport Page, Copy of Degree Certificate, Official Transcript, Resume / C.V.

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. For exchange students who will be studying in China for a period of less than 180 days, they will usually be issued X2 visa, with single entry. Students may apply for additional entry at the ISO after they arrive at Fudan.



ESTIMATED EXCHANGE EXPENSES

Housing:	RMB ¥4000-6000/month
Meals:	RMB ¥ 50-100/meal
Mandatory Insurance:	RMB ¥ 400/semester
Transportation:	RMB ¥ 2-4 for bus, ¥ 3-7 for metro
Personal Spending:	RMB ¥ 2000/month

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



HOUSING

Students can apply online for on-campus international student dorms. Please check the [ISO webpage](#) for detailed information on on-campus accommodation. Due to very limited on-campus rooms, it is highly recommended that exchange students should prepare for their own housing arrangements off-campus. Exchange coordinator will share off-campus housing platforms and tips with students before the semester begins. FDSM campus is one street away from Fudan Handan campus, and is located in the middle of Wujiaochang metro stop and Guoquan Road metro stop at Line 10, near Fudan University metro stop at Line 18.

INTERNSHIP OPPORTUNITIES

Exchange students are allowed to apply for a work permit in order to do off-campus unpaid internship during their exchange semester. Please consult the exchange coordinator to get more details regarding required documents and procedures.

STUDENT SERVICES

The International Exchange & Cooperation Office will assist exchange student with communication matters, offers resources for them to navigate student life at FDSM. Students are highly encouraged to join the orientation activities, and many other talks and lectures on campus. The University dining halls, libraries and gyms are open to exchange students holding a campus card.

