



## SCHOOL OF MANAGEMENT, FUDAN UNIVERSITY

### MBA EXCHANGE FACT SHEET 2017-2018



#### Contacts

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International Exchange & Cooperation Office

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<http://www.fdsf.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 MBA 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 LOAD & CREDITS

Exchange students take between 4 and 6 courses per semester. A minimum of 2 courses are required for exchange students to maintain visa status.

MBA courses are usually 1, 2 or 3 Fudan credits. One Fudan credit is equivalent to 18 contact hours, and one contact hour corresponds to 45-minute classroom period. For 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 hours classes (28 classroom hours total), 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 REGISTRATION PROCESS** 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 system, which is on a first come, first served basis. Students can add/drop courses during the online selection period. Once the online system closes, there is only course adjustment period (first two weeks of the term) in which changes to courses can be made.

\*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.

**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** Since the MBA courses vary from year to year, please contact the exchange coordinator at [fdms\\_icc@fudan.edu.cn](mailto:fdms_icc@fudan.edu.cn) for the most updated course list. All courses are taught in English.

**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** 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 student's exchange certificate.

GRADING	Grades	A	A-	B+	B	B-	C+
<b>100</b>		90-100	85-89	82-84	78-81	75-77	71-74
		<b>C</b>	<b>C-</b>	<b>D</b>	<b>D-</b>	<b>F</b>	
		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 MBA programs or departments, in which they are highly encouraged to participate.



## 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 have more than one year work experience

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

**APPLICATION MATERIALS**

Online:  
Complete Fudan's International Exchange Student application online.

By mail:

- Completed Application Form (with student's signature)
- Resume / C.V.
- Official Transcript (in English, with grades from most recent semester)
- Proof of Enrollment Letter
- Copy of Degree Certificate
- Passport copy

## 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** The International Exchange & Cooperation Office will assist exchange student with communication matters, offers resources for them to navigate student life at FDSM. Sstudents 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.