SCHOOL OF MANAGEMENT, FUDAN UNIVERSITY

MBA EXCHANGE FACT SHEET 2017-2018

Contacts

Shaoyu Cui  
Manager, MBA exchange coordinator  
fmms_iek@fudan.edu.cn | cuisy@fudan.edu.cn  
Tel: +86-21-25011439  
Fax: +86-21-55664648

International Exchange & Cooperation Office  
School of Management, Fudan University  
Room 805, LiDasan Building, 670 Guoshun Road,  
Shanghai, 200433, China  
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 MBA exchange students, hosted by the International Exchange & Cooperation Office. The international student orientation will be held in late August and late February before the classes begin. It is strongly recommended that students arrive 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 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_iec@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.

<table>
<thead>
<tr>
<th>Grades</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>90-100</td>
<td>85-89</td>
<td>82-84</td>
<td>78-81</td>
<td>75-77</td>
<td>71-74</td>
</tr>
<tr>
<td>C</td>
<td>C-</td>
<td>D</td>
<td>D-</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66-70</td>
<td>62-65</td>
<td>60-61</td>
<td>Re-sit</td>
<td>&lt;59</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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. 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 following 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

<table>
<thead>
<tr>
<th>Term</th>
<th>Nomination Deadline</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>March 31</td>
<td>May 31</td>
</tr>
<tr>
<td>Spring</td>
<td>October 31</td>
<td>November 30</td>
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APPLICATION MATERIALS
Online Application Form:
Complete Fudan’s International Exchange Student application online.
Other Supporting Documents:
- Resume / C.V.
- Official Transcript (in English, with grades from most recent semester)
- Proof of Enrollment Letter
- Copy of Degree Certificate
- Copy of Passport Page

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 EXCHANGE EXPENSES

<table>
<thead>
<tr>
<th>Category</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>RMB ¥3000-5000/month</td>
</tr>
<tr>
<td>Meals</td>
<td>RMB ¥50-100/meal</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>RMB ¥400/semester</td>
</tr>
<tr>
<td>Transportation</td>
<td>RMB ¥2-4 for single bus tickets, RMB ¥3-7 for metro</td>
</tr>
<tr>
<td>Personal Spending</td>
<td>RMB ¥2000/month</td>
</tr>
</tbody>
</table>

*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. Students are highly encouraged to join the Exchange Buddy Program, and many other talks and lectures on campus. The University dining halls, libraries and gyms are open to exchange students holding a campus card.