# Fudan University School of Management
## Undergraduate Exchange Program
### Fact Sheet for Incoming Students

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Fudan University School of Management  
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|---|---|
| School address | International Exchange and Cooperation Office  
Room 805. Li Dasan Building  
670 Guoshun Road, Shanghai, China. 200433 |
| WWW-address | General information website:  
http://www.fdsm.fudan.edu.cn/En/index.aspx  
Undergraduate Program website:  
| Deadlines to Nominate | Fall Semester: April 15  
Spring Semester: October 15 |
| Deadlines to Apply | Fall Semester (Sept.–Jan.) May 15  
Spring Semester (Feb.–Jul.) November 30 |
| Required Documents | - Exchange application – online at  
http://admission.iso.fudan.edu.cn/front/toLogin.do?ptUserId=33  
- Official transcript  
- Certificate of current enrolment  
- Copy of passport  
- Current Resume / Curriculum vitae (which includes an e-mail address)  
IMPORTANT: ALL documents must be RECEIVED by program coordinator in forms of both hard copy and digital copy no later than the application deadlines mentioned above. |
| Language of Instruction | English is the language of instruction. |
| Courses Choices | Exchange students have the freedom in course selection via the Fudan online course registration system http://xk.fudan.edu.cn/xk/index.jsp 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. |
| Workload | 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. |
Academic Requirements
Exchange students must be on BBA or relevant undergraduate program and junior or senior level selected by partner schools.

Learning Expectations
Most classes are case-based, requiring group work. Class participation is encouraged and even expected as a portion of the final grade is awarded based on class participation.

Grading
All courses are graded out of 100 with a minimum of 60 required to pass a course.

<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></td>
<td>C</td>
<td>C-</td>
<td>D</td>
<td>D-</td>
<td>Re-sit</td>
<td>&lt;59</td>
</tr>
</tbody>
</table>

- Percentage of students who are graded A or A- shall be less than 30% of a class.
- D- is graded for those who pass their re-sit examination only.

Exams
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.

Transcript
FDSM transcript will be mailed to the home school coordinator within 2 months after the end of the exchange semester.

Calendar
Courses are offered on a semester basis, and the exact calendar dates vary year by year according to Chinese Lunar Year calendar. Normally:

- The FALL semester runs from early September to mid January.
- The SPRING semester runs from late February to early July.

Accommodation
Exchange students can apply online for the Foreign Student Dormitory. Reservation website: www.fso.fudan.edu.cn. Detailed information of the dormitory application can be found in the “Handbook for Registration” sent by the school before the semester begins. If rooms are unavailable, exchange students will need to rent an off-campus apartment.

Estimated Living Expenses (may rise due to inflation)
- Housing: RMB 3000-5000/month
- Board: RMB 20/meal
- Transportation: RMB 2-4 for single bus tickets and RMB 3-7 for subway tickets.
- Medical Insurance: RMB 300/semester
- Physical Examination: RMB 400
- Residence Permit: RMB 400
- Miscellaneous: RMB 1000/month

Health insurance
Medical insurance coverage is compulsory to process registration. Please refer to information in acceptance package for details.

Visa
FDSM recommends exchange students to apply for a residence permit upon registration. This includes students holding single-entry F-visas who plan to go abroad within the visa’s validity period.
<table>
<thead>
<tr>
<th>Facilities</th>
<th>The university dining hall and school library are open to exchange students holding a student card and campus card.</th>
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</thead>
</table>
| Orientation | FALL term: The program office hosts Orientation in the Fall (normally in the first week) for new exchange students, and the participation is mandatory. The details will be announced via email within one month prior to the semester.  
Spring semester: There is no Orientation session. Exchange students are encouraged to present themselves at the program office for any inquiries. |
| Student Services | All exchange students will have the opportunities of attending a variety of school-wide activities, clubs, etc. for undergraduate students, which include but are not limited to:  
1. Exchange student workshop  
2. Company visit and mobile classroom  
3. Buddy program  
4. Forums of Management Masters  
5. Fudan Aegon-Industrial Master Forum  
6. Panasonic Lecture  
7. Join Forum  
8. Humanity Fudan Series of Seminars  
9. “Manager” Cup Series of Sports Games  
10. FDSM People’s Festival  
11. Career Development Classrooms  
12. Internship and Job fairs held at FDSM |