### School of Management,
**Fudan University**
Shanghai, China

**MBA Exchange Program**

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Ms. Shaoyu Cui</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MBA Coordinator, Exchange Program Officer</td>
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<td>Postal Address</td>
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<td>670 Guoshun Road, Shanghai, 200433 China</td>
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<tr>
<td>Website</td>
<td>General information:</td>
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<td></td>
<td><a href="http://www.fdsm.fudan.edu.cn/En/index.aspx">http://www.fdsm.fudan.edu.cn/En/index.aspx</a></td>
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**Application Deadlines**

<table>
<thead>
<tr>
<th>Nomination</th>
<th>Application</th>
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<tbody>
<tr>
<td>Fall semester: March 31</td>
<td>Fall semester: May 31</td>
</tr>
<tr>
<td>Spring semester: October 31</td>
<td>Spring semester: November 30</td>
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**Required Documents**

- **Online:**
  - Exchange Application System at [http://admission.iso.fudan.edu.cn/](http://admission.iso.fudan.edu.cn/)

- **By mail:**
  - Application form with signature
  - CV
  - Official transcript
  - Letter of registration
  - Copy of degree certificate
  - Copy of valid passport page
  - Copy of national unified ID
  - Passport-size photo

**IMPORTANT:** Applicants should complete and submit the application form online, and send all documents listed above via courier to the host coordinator (Ms. Shaoyu Cui) office, no later than the application deadlines.
### Admission Requirement

Students should be on MBA or at least graduate level selected by partner schools, with no less than two years of work experience.

### Academic Calendar

- **Fall semester**: early September - mid January
- **Spring semester**: late February - early July

Exchange students are recommended to arrive in Shanghai one week prior to term start, for accommodation arrangement, orientation and registration. Updated academic calendar will be released to partner institutes one month prior to each semester.

### Language of Instruction

All courses offered to exchange students are instructed and taught in English.

### Course Selection

The latest updated course information will be emailed to the students before the online course selection system opens.

### Textbook

Students are required to purchase their own textbooks upon course registration at FDSM course center. The book list will be provided after the course registration is finished.

### Course Load and Credits

Each Fudan credit corresponds to 18 contact hours.

For example, a two-credit course equals 36 contact hours; a three-credit course equals 54 contact hours. Exchange students may study a maximum of 7 courses; a minimum of 2 courses is required for exchange students to maintain visa status.

### Attendance

Compulsory. Once students enroll in courses, they must attend classes and exams. Usually, auditing is not allowed.
Grading System

<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>66-70</td>
<td>62-65</td>
<td>60-61</td>
<td>D-</td>
<td>Re-sit</td>
<td>&lt;59</td>
</tr>
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</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.

Exams

Exam dates will be announced by respective programs. Students must have attended at least 70% of classes to be eligible for the final exams.

Official Transcripts

The official transcript will be mailed to the home coordinators within 2 months after the end of the exchange semester.

Visa and Residence Permit

Students attending Fudan should consult their local Chinese embassy, where they plan to process their visas for the most updated information. They may be required to apply for residence permit, depending on their country of citizenship. Letters of Acceptance and visa application notice will be mailed to their home coordinator.

Approximate Living Costs

- Housing: RMB 4000-6000/month
- Board: RMB 30-50/meal
- Transportation: RMB 2-4 for single bus tickets and RMB 3-7 for subway tickets.
- Medical Insurance: RMB 400/semester
- Miscellaneous: RMB 2000/month

Medical Insurance

Medical insurance coverage is **compulsory** to process registration.
### Student Services

All exchange students will have the opportunities of attending a variety of school-wide activities and student clubs, which include but are not limited to:

- Exchange Student Workshop
- Company Visit and Mobile Class
- Buddy Program
- Forums of Management Masters
- Panasonic Lecture
- Series of Seminars
- Manager Cup Series of Sports Games
- FDSM People’s Festival
- Career Development Classrooms

### Facilities

The university dining hall and school library are open to exchange students holding a student card and campus card.

### Accommodation

Exchange students can apply online for the on-campus Foreign Student Dormitory. Reservation website: [http://www.fso.fudan.edu.cn/house.htm](http://www.fso.fudan.edu.cn/house.htm)

Or off-campus dorms:
- [http://www.tohee.com](http://www.tohee.com)

Detailed information of the dormitory application can be found in the Orientation section sent by the school before the semester begins. If rooms are unavailable, exchange students will need to rent an off-campus apartment.