同济经管 TONGJI SEM

TONGJI UNIVERSITY

SCHOOL OF ECONOMICS AND MANAGEMENT

Fact Sheet for Exchange Study / AY2018-19

updated in Nov 2017

International Cooperation Office

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Tongji Building A

FT FINANCIAL TIMES **Masters in Management 2017** **36th**

eduniversal BUSINESS SCHOOLS RANKING **University and Business Schools Ranking in China 2016** **7th**

General Eligibility for Exchange to Tongji SEM

- The international candidates shall be officially registered as the undergraduate or postgraduate students, and are pursuing their degree in the home institution.
- Academic Transcript from Home University: GPA 3.0 and above (full mark is 4)，corresponding to 3.75 out of 5 or 75 out of 100 in Tongji University
- English Proficiency (choose one) - for non-native speakers of English: TOEFL 79, IELTS 6.5, GMAT 600, GRE 1250 (V+Q), Or other equivalent score *(for more details, please enquire the program coordinator)*

ATTENTION:

In order to be accepted to Tongji SEM as an exchange student on free tuition basis, students must contact the International Relations Office at your home university first to learn the conditions of applying to the Exchange Program. Tongji SEM will not accept you as an exchange student unless you are nominated by the International Office at your home university.

Nomination and Application

Detailed Nomination and Application instructions will be sent to our partner universities in the beginning of every semester. Please nominate your students online before students start online application.

① **Online Nomination**	Nomination Link *(by clicking)*	**Deadline:** April 10 for Fall Semester; October 10 for Spring Semester
***Free-Movers, please finish the Online Pre-Application**	Pre-Application Link *(by clicking)*	

Students will receive detailed application guides from our program managers after successful nomination.

② **Online Application**	study-info.tongji.edu.cn	**Deadline:** April 20 for Fall Semester; October 20 for Spring Semester

Students should send the generated Online Application PDF to SEM coordinator via email for preliminary review

③ **Final Application**	Send application docs to SEM in one PDF via email	**Deadline:** May 10 for Fall Semester; Nov 10 for Spring Semester

The required final application documents include:

- Generated Online application form with guarantee letter with signature and stamp
- Visa Regulation and Safety Alerts for International Students with signature
- Letter of Motivation---*stating your reasons for choosing Tongji SEM*
- Curriculum Vitae in English
- Copy of Passport
- Two Recommendation Letters from Professors --- ***ONLY for Bachelor or Master Double-Degree Students***
- Recent Academic Transcript from Home University
- English Proficiency Certificate (TOEFL, IELTS, GMAT, GRE) – for students from non-native English speaking countries
- Receipt of Bank Transfer Confirmation of Application Fee 410 RMB – ***ONLY for students as Free-Movers or students from partner universities on tuition fee paying basis (not for exchange students of free tuition)***
- Other documents concerning double degree students, and on-campus dormitory application

Regarding Application and Tuition Fee:

Students as Free-Movers or students from partner universities on tuition fee paying basis shall make the remittance of application fee (RMB 410) to TONGJI University. The application fee is non-refundable regardless of the final admission results. After the admission, students shall pay for the required Tuition Fee at Tongji SEM. For more information, please visit here.

Tuition Fee Amount: **Undergraduate program: RMB 21540 per semester; Postgraduate program: RMB 24100 per semester.**

TONGJI University
School of Economics and Management
International Cooperation Office

AACSB ACCREDITED EFMD EQUIS ACCREDITED ASSOCIATION OF MBAS ACCREDITED CAMEA 中国高质量MBA教育认证

Semester Calendar

2018 Fall Semester (Sep - Jan)		2019 Spring Semester (Feb - Jul)	
Sep 5, 2018	On-site Registration Day	Feb 21, 2019	On-site Registration Day
Sep 6, 2018	Welcome Ceremony (Compulsory)	Feb 22, 2019	Welcome Ceremony (Compulsory)
Sep 10, 2018	Classes begin	Feb 25, 2019	Classes begin
Jan 7, 2019	Examination weeks begin	Jun 24, 2019	Examination weeks begin
Jan 18, 2019	End of examinations	Jul 5, 2019	End of examinations

ATTENTION:

The final exam schedule will be announced in mid or late of the semester. There are 19 weeks in total during the whole semester, from the first day of teaching weeks (17 weeks in total) to the last day of examination weeks (2 weeks in total). Students are not recommended to book their return ticket before the last day of examination week. Tongji SEM will not adjust the exam schedule due to early departure flights.

English Taught Programs and Courses

	Programs	Courses	Requirements for Double Degree Students
Undergraduate	• Business Administration	Online Course List	Online Instructions
Postgraduate	• Enterprise Management • Technology Economics & Management • Management Science & Engineering	Online Course List	Online Instructions

ATTENTION:

1. Course descriptions could be viewed by clicking the course name in the list;
2. Non-degree undergraduates are **NOT** allowed to take the postgraduate courses. Degree seeking undergraduates are **NOT** allowed to select postgraduate courses in the 1st and 2nd semester, but can select postgraduate courses in the 3rd semester. The courses listed online might be subject to change due to different semesters, special needs and cases.

Grade Description

Tongji Grade	90~100	80~89	70~79	60~69	59 & below
Grade Description	Excellent	Good	Average	Pass	Fail

The final transcripts will be sent to students' home universities directly after the whole semester ends.

On-Campus Housing

Students who wish to live on-campus dormitory will be asked to submit application during the final application step. Tongji SEM coordinators will assist in booking the on-campus dorm rooms with the International Students Service Center which is in charge of the whole university's dormitory application from international students. The result will be informed to the applicant via email after the admission.

Normally two students will share one room. Each room has separate bathroom, basic furniture and some other electronic devices. More information, please visit here.

Scholarship Information

You may find some scholarship information provided by Chinese Government, the local government in Shanghai and some others, by visiting the website. Should you have any further inquires about the scholarship application, please consult the Interna-





San Hao Wu Garden on Campus

Health Insurance

The foreign students must purchase a medical insurance plan for their study in China, in order to pay for the expense for possible accidental injury and medical treatments in hospitalization. Students without medical insurance plan will be rejected for registration. The plan recommended by the Ministry of Education is the Comprehensive Insurance & Protection Scheme for Foreigners staying in China of Ping An Annuity Insurance Company, Ltd. It basically covers the expenses for the medical treatments for accidental injury and hospitalization in public hospitals with certain conditions in the mainland of China. Medical assistance service in emergency is also provided. This plan is compulsory to all international students and prerequisite to the registration. For more information about the Ping An insurance, please visit at: www.lxbx.net

- It costs about **300 RMB for 6 months,** and **600 RMB for 1 year**. Students will be asked to pay for it on registration day.
- For the detailed information about the insurance coverage and scheme, please find at: www.lxbx.net/tbzn/coverage1-e.html
- For the insurance claims procedures, please find at: www.lxbx.net/lpsm/claims1-e.html
- 24 hours service hotline for the insurance: 400-810-5119; or 0086-10-67185217

Besides, we highly suggest that students purchase **the international insurance** in your home country prior to your departure.

Internship Regulation

According to the new Internship Regulations effective since Apr 15th, 2015, all international students of Tongji University who apply to do internship should meet specific requirements. Otherwise, it would be regarded as illegal employment and will be punished by Shanghai Exit and Entry Administration Bureau according to the law. For the detailed information of internship regulations with application procedures, please read at: sem.tongji.edu.cn/semen/?p=8723

Visa Information

Students must apply for student visa which is X1 Visa (study in China for more than 180 days) or X2 Visa (study in China for no more than 180 days) after receiving Tongji Admission Notice and other visa application docs sent by Tongji SEM. Students are not allowed to apply for any other visa type except for student visa for exchange study in Shanghai, China. For the detailed application documents, please consult the local Chinese Embassy or Consulate or you may view this website at: www.visaforchina.org

Please be noted that students must enter China holding proper visa instead of visa exemption.

More visa application information will be informed to students via email after official admission.

Visa-Exemption Transit Policy:

144-Hour Visa-Exemption Transit Policy Took Effect on January 30, 2016 at Ports of Entry in Shanghai.
For more information, please visit this website or just scan the QR Code.



