



**同济经管**  
**TONGJISEM**

**TONGJI UNIVERSITY**  
**SCHOOL OF ECONOMICS AND MANAGEMENT**

## Fact Sheet for Exchange Study / AY2017-18

updated on Dec, 2016

### International Cooperation Office

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Tongji Building A



**Master in Management**  
Ranking 2016

**50<sup>th</sup>**



**University and Business**  
**Schools Ranking in China**  
2016

**7<sup>th</sup>**

TONGJI University  
School of Economics and Management  
International Cooperation Office



## 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 of 5 or 75 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	<u>Nomination Link</u> (by clicking)	<b>Deadline:</b> April 10 for Fall Semester October 10 for Spring Semester
*Free-Movers, please finish the Online Pre-Application	<u>Pre-Application Link</u> (by clicking)	

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

② Online Application	<u><a href="http://study-info.tongji.edu.cn/">study-info.tongji.edu.cn/</a></u>	<b>Deadline:</b> April 20 for Fall Semester October 20 for Spring Semester
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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	<b>Deadline:</b> May 10 for Fall Semester Nov 10 for Spring Semester
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### The required final application documents include:

- Generated Online application form with guarantee letter with signature and stamp
- 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 (nor for exchange students of free tuition)**
- Other documents concerning double degree students, and on-campus dormitory application (detailed to be informed during application process)

### 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.**

## Semester Calendar

2017 Fall Semester (Sep - Jan)		2018 Spring Semester (Feb - Jul) all the following dates are to be confirmed	
Sep 13, 2017	On-site Registration Day	Feb 28, 2018 (tbd)	On-site Registration Day
Sep 14, 2017	Welcome Ceremony (Compulsory)	Mar 1, 2018 (tbd)	Welcome Ceremony (Compulsory)
Sep 18, 2017	Class begins	Mar 5, 2018 (tbd)	Class begins
Jan 15, 2018	Examination weeks begin	Jul 2, 2018 (tbd)	Examination weeks begin
Jan 26, 2018	End of examinations	Jul 13, 2018 (tbd)	End of examinations

### ATTENTION:

The final exam schedule will be announced in mid-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 modify the exam schedule due to early departure flights.

## English Taught Programs and Courses

	Programs	Courses	Requirements for Double Degree Students
Undergraduate	<ul style="list-style-type: none"> <li>Business Administration</li> </ul>	<a href="#">Online Course List</a>	<a href="#">Online Instructions</a>
Postgraduate	<ul style="list-style-type: none"> <li>Enterprise Management</li> <li>Technology Economics &amp; Management</li> <li>Management Science &amp; Engineering</li> </ul>	<a href="#">Online Course List</a>	<a href="#">Online Instructions</a>

### ATTENTION:

- Course descriptions could be viewed by clicking the course name in the list;
- 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 rooms with the International Students Service Center who 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 inquiries about the scholarship application, please [consult](#) the International Students Office of Tongji University directly.



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](http://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](http://www.lxbx.net/tbzn/coverage1-e.html)
- For the insurance claims procedures, please find at: [www.lxbx.net/lpsm/claims1-e.html](http://www.lxbx.net/lpsm/claims1-e.html)
- 24 hours service hotline for the insurance: [400-810-5119](tel:400-810-5119); or [0086-10-67185217](tel: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 15<sup>th</sup>, 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](http://sem.tongji.edu.cn/semen/?p=8723)

## Visa Information

Students should apply for proper visa for exchange study in Shanghai, China. Normally students should 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. For the detailed application documents, please consult the local Chinese Embassy or Consulate or you may view this website at: [www.visaforchina.org](http://www.visaforchina.org)

Please be noted that students must entry China with 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 Takes Effect on January 30, 2016 at Ports of Entry in Shanghai.

For more information, please visit this [website](#) or just scan the QR Code.

