

## Information sheet 2016-2017

Name of School	School of Business Administration, Hunan University
Website	<a href="http://ibschoool.hnu.edu.cn/en-www/">http://ibschoool.hnu.edu.cn/en-www/</a>
Address	International Office,Business School South Campus, Hunan University, Yuelu District, Changsha, Hunan P.R. China, 410082
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## Academic Calendar of 2017

	Spring Semester	Autumn Semester
Nomination Deadline	30 Oct.	30 Apr.
Application Deadline	15 November	15 May
Orientation Day	18 Feb 2017	10 Sep 2017
Exam Period	18-24 June 2017	8-14 Jan. 2017
Duration of Semester (Exam period included)	19 Feb 2017—24 June 2017	11 Sep 2017—14 Jan 2018
Holidays	4 Apr. 2017—Tomb-Sweeping Day; 1 May 2017—Labour Day; 30 May 2017—Dragon Boat Festival	1-7 Oct. 2017—National Holiday; 1 Jan. 2018—New Year

As for the Autumn Semester, there may be small changes corresponding with university arrangement, and when it happens, students will be noticed before hand.

## Academic Information

Courses offered in English	Business School, HNU offers various courses in English and all courses are accessible to international students. Students can check on school curriculum information or contact us to have more information.
Language Course	Chinese Language class(Basic levels) is available to international exchange students during the semester.
Compulsory Courses	For degree program, compulsory courses are required. For non-degree exchange, it depends on the requirement of the host institution.
Grading System	90-100%=Excellent      80-89%=Good 70-79%=Average      60-69%=Pass      0-59+Fail
Credit System	Business School, HNU adopts standard credit system, which is based on class hours. 16 class hours= 1 credit.

## **Application**

### **Step 1 Application Documents Submission**

Download the international student application form.

Submit the completed form to our program administrative staff via post, email or fax.

Email: [hnuhsio@hne.edu.cn](mailto:hnuhsio@hne.edu.cn) ( Miss. Ren Fengxia)

Post Address: International Office, Business School, South Campus, Hunan University,  
Yuelu District, Changsha, Hunan, P.R. China, 410082

### **Step 2-Qualification Verification**

Expect a few working days for application verification.

### **Step 3-Admission Notice**

Expect several working days for admission letter and invitation. To ensure the above documents received on time, please provide accurate postal address in your application form and confirm it with school administrative staff.

### **Step 4-Registration on Campus**

Bring your admission letter along with the required documents to campus before our registration deadline.

## **Additional Information**

Visa	Students come to Business School, Hunan University for exchange shall apply for a visiting visa, F visa allowing to stay for 180 days. For details, please contact the Chinese Embassy or Consulate in your country.
Insurance	All international students are suggested to purchase an insurance covering their study in China, and also required to purchase the compulsory one provided by a Chinese insurance company after arriving, which is about RMB 300 Yuan/person.