

Frequently Asked Questions
for Incoming Undergraduate Exchange Students
(Academic Part)

Part I: About Course Registration

Contact Person for Further Enquiries:

Ms. Lillian Yan LI (liy36@sem.tsinghua.edu.cn; 86-10-62789878)

Q1: Can I choose Master's or MBA courses?

A1: No. Undergraduate exchange students can only choose courses from undergraduate programs. Master's or MBA courses are not open to undergraduate exchange students.

Q2: Can I choose Chinese-taught courses?

A2: Yes. You are welcome to join Chinese-taught courses as long as you are confident with your Chinese language ability in terms of understanding the lectures, writing assignments, participating in discussion, taking the exam, and so forth. Of course you must have your home university's approval as well.

Q3: Can I choose courses that have time clash?

A3: No. Time clash is not allowed. And it cannot be submitted in the course registration system if there are any time clashed courses.

Q4: What is the maximum/minimum credit requirement per semester for undergraduate exchange students?

A4: You can take no more than 20 Tsinghua credits per semester at Tsinghua University. Please consult with your home university about the minimum credit requirement.

Q5: Can I choose courses from schools or faculties other than SEM?

A5: Yes you can, but you may register for no more than 8 Tsinghua credits from other schools or faculties per semester. Please note that most of the courses from other schools or faculties are taught in Chinese.

Q6: Is it necessary to do course pre-registration since the formal course registration has to be done online after arrival at Tsinghua University?

A6: Course pre-registration is very important in that we may help to check your course preference (eg. the course availability, the maximum credits, time clash and so forth). It helps yourself as well to communicate with your home university in advance about whether the courses satisfy your home university's requirement.

Q7: Can I change course selection after submitting the course pre-registration form?

A7: Yes, you may change your course selection after the course pre-registration stage. You must keep Lillian updated and register for all the courses you want to attend online during the formal course registration period.

Q8: Can I drop courses after registering courses in the course registration system?

A8: Yes, you can drop courses for free during the online course registration period.

In addition, you can also drop the course around teaching week 10 at the University Registration Center (Room 3101, Teaching Bldg 3) in person (the exact dates will be notified in advance). However, you have to pay 50 RMB per dropped course there. Please note that course dropping (around week 10) is not available for courses that end in the first 8 weeks.

Q9: Can I register/add courses after the online course registration period?

A9: No. After the online course registration period finishes, the course registration system will be closed and no one can add courses either in the system or manually.

Q10: Can the courses I prefer be guaranteed to register successfully?

A10: The courses are not guaranteed to be registered successfully (each course allows only a limited/fixed number of registered students). And course registration system is conducted on a first come, first get basis.

Q11: If a course shows full quota (no more registration seats) in the course registration system, can I apply to increase the quota?

A11: If the system shows full for a certain course, it's full. No one can add for the course as the registration number is limited and fixed. However, you may try to add for the course online during course registration period to see the possibility of someone's dropping the course.

Q12: If I cannot register for a course in the course registration system, but the lecturer approves my attending the class, can I join the course ?

A12: You may attend the class upon the approval from the lecturer; however, you will not get any credit for that course since your name is not listed in the course registration system.

Q13: Are all the undergraduate courses open to exchange students?

A13: Most of SEM English-taught courses will be available, but some Chinese-taught courses may not open. Please contact Lillian further about Chinese-taught courses' availability when you pre-register for the course.

Q14: We heard that local Tsinghua students register the courses before we exchange students do, how can the exchange students registration seats be kept?

A14: There are two course registration pools available in the course registration system: local Tsinghua students and incoming exchange students. We allocate separate seats for the two different student groups. Even if there are no more seats for local Tsinghua students, there may be seats kept for exchange students as long as the courses are open to exchange students. In other words, exchange students will compete among exchange students yourselves instead of among local Tsinghua students.

Part II: About Final Exams

Contact Person for Further Enquiries:

Ms. Lillian Yan LI (liy36@sem.tsinghua.edu.cn; 86-10-62789878)

Q1: Can I leave earlier than final exams?

A1: No. Leaving earlier than all your final exams finished is strictly not allowed. Early leaving may cause FAIL in the course.

Q2: When can I be notified of the final exams dates?

A2: Final exam dates will be available around Teaching Week 9 (Fall Semester: mid November; Spring semester: late April).

Q3: What should I do if there's time conflict between Tsinghua final exams and my home university's new semester?

A3: You may need to apply for remote exams.

According to Tsinghua University's Policy, all students need to complete the final exams/assessment. In that case, early leave before final exams/assessment is strictly NOT allowed. Special consideration is given ONLY if there's time conflict with your home university's official academic calendar for next semester. Direct application for early leave from both the student and the student's home university to SEM Academic Affairs Office is required then. Tsinghua SEM will organize remote exams (at the home university) upon the approval from partner schools and all the lecturers involved.

Please note that ONLY SEM exams can be applied for the remote.

Q4: How can I apply for the remote exams?

A4: The detailed application procedures are as follows for your reference:

1. Students must fill in an application form (upon further notice) and gain approval from the Academic Affairs Office, Tsinghua SEM (based on the lecturers' decision as well). Please hand in the application form attached with a photocopy of your travel information (eg. air itinerary) in person to Lillian.

2. The home university (exchange coordinator of the partner school) must send an e-mail to Lillian of Academic Affairs Office directly, stating the reason for the student's early leave, and the approval for remote exam arrangement (the contact person who will supervise the remote exam must be appointed then and the information of contact person such as position/title, name, e-mail, contact number are required).

Due date: we need the completed application and e-mail from the home university at least 15 days before the exam(s).

3. The exam paper will be e-mailed to the appointed contact person soon after the exam begins at Tsinghua University. The exam is expected to be organized and supervised at the home university at the same time of Tsinghua exam(s) (time difference with Beijing will be considered).

4. The scanned exam paper needs to be e-mailed back to Lillian soon after the exam has finished. And the original exam paper needs to be posted to Lillian later for further documentation.

Part III: About Academic Transcripts

Contact Person for Further Enquiries:

Ms. Lillian Yan Li (liy36@sem.tsinghua.edu.cn; 86-10-62789878)

Q1: How and when can I apply for academic transcripts? How many transcripts can I get?

A1: Tsinghua University provides 1 transcript in English and 1 transcript in Chinese for FREE. If you need more transcripts for future reference, you may apply for extra transcripts upon further notice by Lillian. The University Registration Center charges 10 RMB per copy for extra transcripts. If you do not need extra copies, you don't have to apply then.

Q2: When will I receive the academic transcripts?

A2: Academic transcripts will be posted to your home university directly from Tsinghua SEM. Since it takes time to offer marks by Professors and other procedures for transcript issuance by University Registration Centre, the transcript(s) will probably be available and posted to your home university in September (Spring semester exchange) or March (Fall semester exchange). Please note that only after all the Professors of all the courses you've registered have given marks and submitted them in the grading system, can the Registration Centre issue the transcript(s).

Q3: Will the course record be shown on my transcript if I dropped the course?

A3: The course record will NOT be shown on the transcript after dropping the course successfully.

Part IV: About Credit Transfer

Contact Person for Further Enquiries:

Ms. Lillian Yan LI (liy36@sem.tsinghua.edu.cn; 86-10-62789878)

Q1: How can Tsinghua credits be transferred to my home university?

A1: The credit transfer process depends on your home university's policy. Please consult your home university for further details.

Q2: What does 1 Tsinghua credit mean?

A2: 1 Tsinghua credit = 12 in-class contact hours = 16 Tsinghua credit hours.