



Tsinghua SEM International Exchange Program Information Sheet for 2018 Fall – 2019 Spring

Tsinghua SEM International Office Contact Information	
Mailing address	International Office Room 246, Weilun Building School of Economics and Management Tsinghua University Beijing 100084, P. R. China
Ms. Wei SUN	Director of SEM International Office (International cooperation and exchange agreement) Tel: 8610 6277 3182 Email: sunw4@sem.tsinghua.edu.cn
Ms. Chelsea Xiaoyang Chen	Exchange Coordinator (MBA and Master exchange nomination and admission) Tel: 8610 6277 1883 Email: chenxy6@sem.tsinghua.edu.cn
Ms. Oona Lijun ZHENG	Exchange Coordinator (Undergraduate exchange nomination and admission) Tel: 8610 6278 9878 Email: zhenglj@sem.tsinghua.edu.cn
SEM International Official fax	8610 6278 5876
Tsinghua SEM CEMS Exchange Program Contact Information	
Ms. Shuling YANG	CEMS Exchange(CEMS exchange nomination and admission) SEM Master Program Office Room241, Weilun Building Tel: 8610-62798305 Email: yangshl3@sem.tsinghua.edu.cn
Website	
Tsinghua University	http://www.tsinghua.edu.cn/publish/newthuen/index.html
Tsinghua SEM	http://www.sem.tsinghua.edu.cn/portalweb/appmanager/portal/semEN
MBA Programs of Tsinghua SEM	http://www.sem.tsinghua.edu.cn/portalweb/appmanager/portal/MBAen
General Information Beijing	http://www.ebeijing.gov.cn
Undergraduate Program Facebook	https://www.facebook.com/groups/662516747171766/



Application

Incoming exchange students are admitted depend on our partner schools' official nomination. There is no further selection process. Candidates of our incoming exchange programs have to finish the online application procedure required by Tsinghua University in due time. The application instruction will be sent out to students via email before the official application of Tsinghua University starts.

Application procedure:

- Finish the online application of Tsinghua University in due time (upon further notice).
- Print out the online application form after it is verified by Tsinghua University and send it to the International Office of Tsinghua SEM with additional application documents before application deadline.

Additional application document:

- Official university transcript or certificate true copy issued by the exchange coordinator (English version)
- Resume (English version) within 2 pages
- Photocopy of the passport photo page
- 1 passport-sized photo pasted on the printed application form

Nomination deadline for partner schools:

March 30: Fall Semester and Full Academic Year
October 20: Spring Semester

Application deadline for exchange students:

April 20: Fall Semester and Full Academic Year
November 15: Spring Semester

Academic Calendar

2018 Fall Semester:

University Registration	September 12 th to September 13 th , 2018
Orientation	September 14 th , 2018
Class Begins	September 17 th , 2018
Official Semester Dates (including exams):	September 17 th , 2018 to January 20 th , 2019
Transcript back to Home University	Middle March of 2019

2019 Spring Semester: (Subject to change)

University Registration	Week of February 18 th , 2019
Orientation	Week of February 18 th , 2019
Class Begins	February 25 th , 2019
Official Semester Dates (including exams):	February 25 th to June 30 th , 2019
Transcript back to Home University	Middle September of 2019

- Please pay attention the exact academic calendar of each program is different. Incoming exchange students have to follow the exact academic calendar of the program they are admitted.
- For MBA exchange program students, they could have the 8-weeks shorter term option if they only select courses end by week 8 from SEM MBA program.

Fall Semester (shorter term option): September 17th to November 11th, 2018

Spring Semester (shorter term option): February 25th to April 21st, 2019

Academic

Study programs	<ul style="list-style-type: none"> ● Incoming master and MBA exchange students are admitted by the Global MBA Program of our school. The Global MBA Program is not opened to incoming undergraduate exchange students. ● Incoming undergraduate exchange students are admitted by the undergraduate program of our school.
Language	<ul style="list-style-type: none"> ● The Global MBA Program is a pure English taught program of our school. ● As for undergraduate program, there are about 50% courses are taught in English.
Course information	<p>The course information will be sent to incoming exchange students via email after our admission procedure is finished. Please pay attention that our course schedule and descriptions can't be view online before you come. If you need to know detail information of courses, please feel free to contact us.</p> <ul style="list-style-type: none"> ● For the Global MBA Exchange Programs Academic questions, please contact our MBA academic advisor Ms. Winnie ZHANG at zhangjy2@sem.tsinghua.edu.cn; ● For undergraduate program, please contact Ms. Brittany WU at wuy5@sem.tsinghua.edu.cn;
Course registration	<ul style="list-style-type: none"> ● Incoming master and MBA exchange students will enter our MBA exchange program so that they will select course from our SEM MBA course platform. Students need to finish the official course registration online in our MBA course selection portal <u>before they come to Tsinghua SEM</u>. The online course registration login information will be issued by SEM MBA Office after the admission procedure finished. There will be a course add and drop period at the beginning of each semester so that students could adjust their course selection schedule during this period. The MBA academic advisor will inform incoming master and MBA students the detail course online registration instruction via email before the registration starts. ● The MBA Programs are not opened to incoming undergraduate exchange students. ● Incoming undergraduate exchange students need to finish the course registration online <u>after they arrived at Tsinghua SEM</u>. The login information will be issued by International Students & Scholars Center of Tsinghua University at the official University Registration Day. The course drop period is in the middle of each semester. The Academic Affairs Office of Tsinghua SEM will inform incoming undergraduate exchange students before the course drop starts. ● Undergraduate exchange students can only choose courses from undergraduate programs. Master's or MBA courses are not open to undergraduate exchange students.
Chinese language	Both the Global MBA Program and undergraduate program provide Chinese Language course for incoming exchange students.
Class size	The class size differs from each course.
Full-time workload	<ul style="list-style-type: none"> ● The local MBA students of Tsinghua SEM have to take 45 credits in two years to graduate without internship and graduation report. The local MBA students can't take more than 21 credits in coursework in each semester.



	<ul style="list-style-type: none"> ● The local undergraduate students of Tsinghua SEM have to take 170 credits in 4 years to graduate including 140 credits in coursework, 15 credits for internship and 15 credits for thesis. The local undergraduate students have to take at least 13 credits of coursework for each semester. The maximum credit requirement is 28. ● As for incoming exchange students, they can take no more than 20 Tsinghua credits per semester at Tsinghua University including no more than 8 Tsinghua credits from schools or faculties other than SEM. Please consult with your home university about the minimum credit requirement. ● If there is any special academic requirement of home universities, we will need to be officially informed by our partner schools.
Examination	Exams are usually held in examination period. Please kindly note that some lecturers may schedule the exams in the final class. Please follow the lecturers' further instruction for more details. Incoming exchange students have to sit in the exam. Early leave before all the exams finished is strictly NOT allowed.
Credits	1 Tsinghua credit = 12 in-class contact hours = 16 Tsinghua credit hours(45mins)
Attendance	Students are required to sign up on Attendee List for registered courses and absence from one-third classes will disqualify the students for the final exam. No auditing is allowed for MBA courses.
Grading system	From 2015 fall semester, Tsinghua University starts to apply letter grades in the grading system. The grading record is generally showed on academic transcript in the form of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, and F. ("F" is considered as "Failure".) In addition, some courses use P (Passing) and F (Failure) for grading record.

Estimated cost of living in RMB for one semester

On-campus Student Dorm	12,000 RMB
Off-campus Apartment	15,000 – 25,000 RMB
Registration of Tsinghua University	400 RMB
Medical Insurance	300 RMB for one semester; 600 RMB for one academic year
Books and Supplies	2,500 RMB
Transportation (bicycle, bus, metro and taxi)	2,000 – 5,000 RMB
Living Expense	10,000 – 25,000 RMB

Housing

On-campus housing	<p>Incoming exchange students can apply the international student dorm online before coming. However, due to the growing demand of on-campus housing, the dorm application is under a "first-come-first-served" basis. The dorm space is NOT guaranteed. Incoming exchange students can get detail information about the international student dorm on the following website:</p> <p>http://is.tsinghua.edu.cn/publish/is/9269/2014/20141231174237443206250/20141231174237443206250_.html.</p>
Off-campus housing	Please note that Tsinghua SEM does not offer service in finding off-campus apartments for incoming exchange students.



Medical Insurance

Medical Insurance
(Mandatory Plan)

According to the regulations of the Ministry of Education of China, every international student who studies in China should be covered with a medical insurance and join the group medical insurance scheme designated by the university/college, meeting the fundamental medical insurance standard.

The group comprehensive insurance plan for the international students of Tsinghua University is underwritten by PingAn Annuity Insurance Company. The price is RMB 600 for one year and RMB 300 for six months. For the details of the insurance, please refer to the following instructions.

http://is.tsinghua.edu.cn/publish/is/9269/2014/20141212142852137789644/20141212142852137789644_.html

<http://is.tsinghua.edu.cn/publish/9320/2014/20141224163256532535746/20141224163316401698389.pdf>

<http://is.tsinghua.edu.cn/publish/9320/2014/20141224163323991188813/20141224163337176161755.pdf>

Student Services Available

Buddy Program

There is a Buddy Program at Tsinghua SEM to promote intercultural understanding and friendship between local students and international students with diverse background. Every incoming exchange student will be appointed with a local student. The contact information will be noticed after admission via email.

Internship

The Career Development Center (CDC) is a functional office of our school. Incoming exchange students can find some open recruiting information on the website of CDC (<http://www.sem.tsinghua.edu.cn/portalweb/appmanager/portal/CDCen>). Please pay attention that the CDC does not provide personal career services to incoming exchange students.

Printing services

Inside Tsinghua SEM, there is a copy center where exchange students can print assignments or project reports by taking a USB disk or saving the files in SEM email system.

Library card

Tsinghua University boasts top-class library in China. Tsinghua SEM also has its own library and mainly focuses on Economics and Management. Every exchange student can enter Tsinghua Libraries and borrow books by using their student campus card. Guided library English tour is available for incoming exchange students, tour detail will be release on library website homepage. Please check our library homepage for more detail information: (<http://eng.lib.tsinghua.edu.cn/default.html>).

Student association

At Tsinghua SEM, student organizations are in integral part of the education experience. Each year students who join student association have an opportunity to play a leadership role, develop new skills, and take on challenges within a supportive environment. There are two formal student associations in our school. The Student Union is the formal one for undergraduate student. The MBA Student Association is the formal one for MBA student. The mission of student associations is to strengthen the communication between our domestic students and other international students. It also serves a communicative link among students, faculty, the school and various enterprises.



<p>Student Clubs</p>	<p>The clubs at Tsinghua University and Tsinghua SEM are as varied and diverse as its students. They range from social and professional to recreational and cultural. About two weeks after each semester starts, there will be an exhibition of all the students' associations and societies calling for new members. Incoming exchange students could choose to join some students clubs during that period according to your interests.</p> <p>If you cannot find an organization that meets your current interests, you have the ability to form and officially register your own clubs. Student clubs are constantly emerging as students and interests change; typically there are over 20 active clubs each year at Tsinghua SEM. You can find more information about student clubs and student life from your SEM buddy and our SEM student union.</p>
----------------------	--