



Incoming Exchange Program Fact Sheet 2013-2014

Thank you for your interest in the exchange program of Sun Yat-sen University Business School! Please review the following fact sheet which contains the basic information for the program.

Sun Yat-sen Business School (SYSBS)

Office of International Affairs
Room S223, Business School,
Sun Yat-sen University
No.135 Xin Gang West Rd.
Guangzhou, 510275, P. R. China

Tel: 8620-84112697, Fax: 8620-84036924

E-mail: bsexch@mail.sysu.edu.cn

Website: <http://www.sysbs.cn/oia>

ELIGIBILITY

Exchange students who wish to study at SYSBS must be attending an institution that has an active Student Exchange Agreement with SYSBS.

ACADEMIC CALENDAR

<u>Semesters</u>	<u>Dates</u>	<u>Registration</u>	<u>Orientation</u>
Fall 2013	Sept. 16, 2013~Jan. 19, 2014	Sept. 9~13, 2013	Sept. 13,2013
Spring 2014	Feb. 25~June 29, 2014	Feb. 20~22, 2014	Feb. 22,2014

DEADLINES

<u>Semester</u>	<u>Nomination Deadline</u>	<u>Application Deadline</u>
Fall 2013	March 15, 2013	April 15, 2013
Spring 2014	Sept. 15, 2013	Oct. 15, 2013

APPLICATION PROCEDURE

From Program Coordinator:

- Cover/Nomination Letter signed by Program Coordinator/ Manager at Home Institution (*including Student Name, Level, Study Period, Email*) **EMAIL ASAP**

From students:

- a. An electronic passport photo **EMAIL ASAP**
- b. Follow Online Application Procedure at www.sysbs.cn/oia

NOTES:

- Only on-line application is accepted

ADMISSION PACKAGE

An admission package will be sent to the exchange coordinator of our partner universities by **early December for spring semester, early June for fall semester.**

Package includes:

- Admission Notice
- An Application Form for “Foreigners Wishing to Study in China” (**JW202**)
- Steps to be followed for the registration

VISA

Students can apply for **F visa** or **X visa** with the admission package. The students must apply for a **Residence Permit** at the Guangzhou Municipal Public Security Bureau after the registration. The **Office of International Student Affairs SYSU** is responsible to process the visa documents and registration for all foreign students.

F visa	X visa
One-entry	Multi-entry
No additional materials required	Required to have a health check at the Health Care Center



INSURANCE

In addition to your personal insurance, all exchange students are required to buy “**Comprehensive Medical Insurance Plan for Foreign Students in China**” during the registration process.

The insurance premium is:

- RMB300 for half a year
- RMB600 for one year

REGISTRATION

Upon arrival at SYSBS students must go to the Office for International Students' Affairs, SYSU, to become registered.

First of all, download and read detailed information about the registration procedure and get things ready to speed up your registration process: <http://iso.sysu.edu.cn/ywb/index.htm>

ORIENTATION

All incoming exchange students are required to attend the SYSBS orientation. This will be a morning or day session wherein you will be provided a great deal of information about Sun Yat-sen Business School that you cannot afford to miss. Besides **academic information** relating to the various **disciplines of the school**, and **technology information**, you will receive information about the **student associations**, the **mentor program** and the **buddy program**. The new students will have an opportunity to meet their classmates, the faculty, tour the facilities and have their questions answered.

BUDDY PROGRAM

Each semester we recruit students in our school to act as buddies for exchange students. Soon after we receive the application we will send information about the Buddy to the university coordinator. The Buddies have good command of English as well as a wide knowledge of the city and university which makes them very good volunteers. They are ready to **help the students settle into life and study** at Sun Yat-sen University.

VOLUNTARY MENTOR PROGRAM

This program pairs a volunteer faculty member from SYSBS with incoming international students that have the same field of study, common interest, or background. The number of participants in the program will be dependent on mutual interests found between the students and faculty. The mentors will serve as a resource of information and can guide the individual student(s) as they aim to achieve their academic goals.

More information will be provided about the mentor program after the application process is complete.



TUITION FEE

The tuition fee is **waived** for the exchange students according to the Student Exchange Agreement.

*For the self-financed students, please see the SYSBS Fee-paying Free Mover Policy for

details: <http://www.sysbs.cn:82/oia//um/gjjl/qt/downloadlist.jsp?lmid=100114>

ACADEMIC EXPECTATIONS

<p>Courses Offered</p>	<p>Each semester, the school offers at least 25 courses conducted in English covering topics in Business, Management, Finance, Marketing and Economics. For the courses list, please visit our website :</p> <p>http://www.sysbs.cn:82/oia/servlet/showpage?eventID=1001&&gj_res=gj.course&&lmid=100070&&lmlist=100071</p> <p>The updated course is provided in Dec. for spring semester and in May for fall semester.</p>																		
<p>Language Requirement & Proficiency</p>	<p><u>For Courses Taught in English:</u></p> <p>If exchange students from non-native English-speaking countries, select classes taught in English, it is preferred that they have a TOEFL Proficiency Level of 80 . A language certificate is not required.</p> <p><u>For Courses Taught in Chinese:</u></p> <p>If non-Chinese exchange students select classes taught in Chinese, they must take an HSK (Chinese Mandarin Test): test and score must be above level six.</p>																		
<p>Teaching Methods</p>	<p>Lectures, presentations, projects, group work and case studies concluding with a final examination.</p>																		
<p>Attendance</p>	<p>Students must attend over 2/3 of the classes; otherwise they may not be allowed to take the final examination.</p>																		
<p>Participation</p>	<p>Students are encouraged to be active participants. Most of the classes will have a participation grade.</p>																		
<p>Course Load</p>	<p>Exchange students must take between 3 courses/semester and a maximum of 6 courses/semester.</p>																		
<p>Grading :</p>	<table border="1"> <thead> <tr> <th>Code</th> <th>Grade</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Excellent</td> <td>90-100</td> </tr> <tr> <td>B</td> <td>Good</td> <td>80-89</td> </tr> <tr> <td>C</td> <td>Satisfactory</td> <td>70-79</td> </tr> <tr> <td>D</td> <td>Pass</td> <td>60-69</td> </tr> <tr> <td>E</td> <td>Fail</td> <td><60</td> </tr> </tbody> </table>	Code	Grade	Grade Point	A	Excellent	90-100	B	Good	80-89	C	Satisfactory	70-79	D	Pass	60-69	E	Fail	<60
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HOUSING

Accommodations are off campus only. Rent rates can vary greatly. The rent usually depends on the standard of the facility and the location of the accommodation. N partners can share an N- bedroom apartment. (e.g. 2 persons to share a 2-bedroom apartment) Generally a half-a-year rental is more expensive than a long-term rental.

Rent levels near the campus are as follows:

1 bdr. Apt with a living room, bathroom and kitchen: about RMB1400-2000/month

2 bdr. Apt with a living room, bathroom and kitchen: about RMB 3000-5000/month

3 bdr. Apt with a living room, bathroom and kitchen: about RMB 4000-6000/month.

LIVING EXPENSES

	One Semester
University Administration Fee	RMB 400
Off-campus housing (RMB 1,500-2,500/month). Normally the landlord will provide the necessary furniture (table, chairs, beds).	RMB 7,500~12,500 (approx.)
Books & Supplies (optional)	RMB 100~300/one course
Comprehensive Medical Insurance Plan of Foreign Students in China	RMB 300/person for half a year and RMB 600 for one year, per person
University-card Material cost	RMB 30
Food and beverages	RMB 30~60/day (approx.)
Telephone (RMB 50~100/month)	RMB 300~600 (approx.)
Miscellaneous (optional)	RMB 100/month (approx.)

USEFUL WEBSITES

International SYSBS	http://www.sysbs.cn/oia
SYSBS	http://bus.sysu.edu.cn/en/
Sun Yat-sen University	http://www.sysu.edu.cn



CONTACT INFORMATION

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