

# Exchange Information Sheet for Partner Universities

## (2024 -2025 Academic Year)

### SILC Business School, Shanghai University

<b>Name of the School</b>	SILC Business School, Shanghai University (SHU)
<b>Location</b>	Jiading Campus of Shanghai University <b>Addr.:</b> 20 Chengzhong Rd., Jia Ding District, Shanghai, China
<b>Academic Year</b>	<p>Shanghai University's academic year is divided into three semesters: autumn, winter and spring. (The following dates are subject to change due to unpredictable reasons.)</p> <ul style="list-style-type: none"><li>○ <b>Autumn Semester (12 weeks, End of August – Mid November)</b> Final examination period generally takes place for two weeks during week 11 and 12; and a one-week National Day holiday usually begins on October 1.</li><li>○ <b>Winter Semester (11 weeks, Mid November – Early February)</b> Final examination period generally lasts for about two weeks; and there is a five-week Chinese New Year break during the Winter Semester.</li><li>○ <b>Spring Semester (12 weeks, Early March – Early June)</b> Final examination period generally takes place for two weeks at the end of the semester.</li><li>○ <b>Summer Holiday (8 weeks)</b></li></ul>
<b>Contact persons in International Office, SILC, SHU</b>	<b>SILC Incoming (Nomination and academic affairs):</b> ZHU Xiaoqiu (Julia) <b>E-mail:</b> <a href="mailto:julixqzhu@shu.edu.cn">julixqzhu@shu.edu.cn</a>
	<b>SILC Outgoing:</b> LIU Fang (Emma) <b>E-mail:</b> <a href="mailto:liufang0923@shu.edu.cn">liufang0923@shu.edu.cn</a>
	<b>Address:</b> Room 207, Wende Building, 20 Chengzhong Road., Jia Ding District, Shanghai University, Shanghai, China <b>Post Code:</b> 201899 <b>Tel:</b> + 86 21 6998 0028 ext. 92031
	<b>Fax:</b> + 86 21 6998 0017

<b>Official language</b>	Chinese
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<b>Language of instruction</b>	English is the primary language of instruction in the courses offered to exchange students.
<b>Language requirements</b>	Great command of the English language is a must (writing AND speaking). Academic IELTS 6.5 overall; or TOEFL paper based 550 – 583 overall; or TOEFL internet based 79 -93 overall; or a language proficiency proof letter issued by the home university.
<b>Chinese language courses for exchange students</b>	Exchange students at SILC can select the Chinese language courses offered by the school. The levels of Chinese classes are different in each term.
<b>Nomination and Deadlines</b>	<p>Student nominations should come from the exchange program coordinator of the home university, and include the students' full name, gender, date of birth, email address(es), major at the home university and degree being pursued, as well as the start and end semesters of study at SILC Business School, SHU.</p> <p><b>Deadline for nominations:</b></p> <p>31 March 2024 for 2024 Autumn Term and/or Winter Term; 31 October 2024 for 2025 Spring Term.</p>

<p><b>Application procedure and deadlines</b></p>	<p>After the nomination, SILC International Office will contact the nominated students directly by email for the following application procedures.</p> <p><b>First step of application:</b></p> <p>The students should fill in the information on the registration website (<a href="http://www.apply.shu.edu.cn">http://www.apply.shu.edu.cn</a>) within a specified period of time. The web is only available during that period. The detailed requirements and time of online application will be sent to students after the nomination.</p> <p><b>Second step of application:</b></p> <p>The SILC International Office will then send another email to students directly for visa purpose. It is for obtaining the JW form (the official Visa Application Form for Foreign Students) and the Admission Notice.</p> <p>When the JW form and the Admission Notice are ready, SILC will mail the documents to the home university coordinator or the students themselves.</p> <p>After the students receive the documents, they can contact the local Chinese embassy for the visa application procedure.</p> <p><b>Deadline for application:</b></p> <p>30 April 2024 for 2024 Autumn Term and/or Winter Term; 30 November 2024 for 2025 Spring Term.</p> <p>For each of the above steps, SILC International Office will send emails to students for more detailed instructions.</p>
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<p><b>Visa application</b></p>	<p>After the students receive the JW202 Form and the Admission Notice, they can start to apply for their visas themselves. Visa applications should be made to the local Chinese Embassy/Consulate.</p> <p><b>NOTE: THE STUDENTS SHOULD NOT GIVE THE ORIGINAL ADMISSION NOTICE TO THE VISA CENTER SINCE THIS DOCUMENT IS NEEDED WHEN THE STUDENTS DO REGISTRATION AFTER THEY HAVE ARRIVED AT CHINA.</b></p> <p>Students who will stay in China for more than 180 days must apply for Student Type Residence Permit after they enter China with X1 visa. SILC International Office will guide you on this after you arrive in China.</p>
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<p style="text-align: center;"><b>Registration</b></p>	<p>Before students come to Shanghai, they should prepare the following documents in order to do registration on Orientation Day:</p> <ol style="list-style-type: none"> <li>1. One hard copy of Admission Notice</li> <li>2. One hard copy of the JW202 form</li> <li>3. One hard copy of Passport and One copy of Visa Page with Data of Entry</li> <li>4. One copy of Insurance which covers the student's stay in China; If the student is going to apply for X1 study visa, he or she has to buy insurance in China</li> <li>5. An ID Photo of Passport Size</li> <li>6. One hard copy of the Original Registration Form of Temporary Residence (issued within 24 hours upon arrival at Shanghai by the Reception desk of International Students' Dormitory or the hotel or the police station close to where you live.</li> </ol> <p>NOTE*: When students arrive at Shanghai, they should register before the date specified on the Admission Notice. SILC reserves the right to cancel previously issued student admissions in the case that a student fails to complete the registration process before the date specified on his/her Admission Notice. Students who fail to complete their registration process in time due to unforeseeable reasons must submit a petition form, in writing, at least <b>one week</b> in advance; study may continue only if the petition form is accepted and approved by the university.</p>
<p style="text-align: center;"><b>Insurance</b></p>	<p>Exchange students must have an insurance plan which covers his/her stay in China. The insurance should include health and accident insurance. For students who study at SILC for less than 180 days, they can buy the insurance either in their home countries or in China. For students who study at SILC for more than 180 days, they must buy the specified insurance in China. Insurance of one year costs RMB 800, and insurance of half a year costs RMB 400. It can be bought on the day of Orientation.</p>
<p style="text-align: center;"><b>Health Check</b></p>	<p>Exchange students who will stay in China for more than 180 days must do the health check after they arrive in Shanghai. If they have done the health check in their countries, please bring the health report to the</p>
	<p>specific health check center to check whether they need do the health check again.</p>

<p><b>Courses selection</b></p>	<p>The International Office and Academic Office will arrange the course selection for exchange students after the course lists are ready.</p> <p>Please find the attached Course List-English courses for your reference. It is subject to change due to unpredictable reasons.</p> <p>All the courses are taught in English, and exchange students should select the courses according to their own demands.</p> <p>SILC International Office will send the pre-course-selection-paper to exchange applicants after students complete the SECOND STEP OF APPLICATION. The final registration deadline for courses is Friday in the first week of a new term. Recently SILC develops a new online course selection system in which the final selection will be done.</p>
<p><b>Numbers of accepted exchange students</b></p>	<p>The number of accepted exchange students is set by agreements between the partner university and the SILC Business School, SHU. If a partner university would like to send more students than the agreed quota, please contact International Office.</p>
<p><b>Living expenses per month</b></p>	<p>Living expenses in Shanghai, China range from RMB 3500 to RMB 5500 per month, which is equivalent to USD 500 ~ 900 per month.</p> <p>Please note that all information is based on a general estimation and that the personal costs vary depending on the individual situation of the student!</p>
<p><b>Accommodation</b></p>	<p>SILC Business School is located in Jiading Campus (Address: No. 20 Chengzhong Road, Jiading District, Shanghai). All courses for exchange students will take place on Jiading Campus, so we suggest students live on or near Jiading campus.</p> <p>There is an international student dorm building (named Yiyuan) on Jiading campus. But the rooms are very limited, and we cannot guarantee students can receive what they apply for.</p> <p>If students want to apply for an on-campus dorm, please apply for the Yiyuan dorm through writing an email to the International Office two months before your arrival at Shanghai. One week before the new term starts, SILC will inform the exchange students whether they can live in the dorm. Again, whether the students can live in the dormitory depends on availability of rooms.</p> <p>If the students do not want to wait until one week before the new term</p>

	<p>starts, please book accommodation by yourselves or live in a nearby hotel. The recommended websites are <a href="http://www.booking.com">www.booking.com</a> .</p> <p>NOTE: students should live in a place which provides police station registration. In China, every non-citizen should do the police station accommodation registration within 24 hours after his or her arrival.</p>
<b>Transportation between Campuses of SHU</b>	<p>There are three campuses of Shanghai University with shuttle buses between the campuses. There are fixed places for getting on the shuttle buses. The international students can take buses from any campus to other campuses and the down-town areas of Shanghai. It takes RMB 3-6 for each ride.</p>

### Additional information:

<b>Orientation</b>	<p>The International Office offers our partner university exchange students an orientation to help them find their way around the city and campus, usually 2-4 days before the new term begins. It also includes an introduction of the social events as part of the program.</p>
<b>SILC Grading System and Academic Transcript</b>	<p>SHU uses number grades and an explanation of what each grade indicates is printed on the bottom of the official SU Academic Transcript. An official transcript will be mailed to the exchange student's home university coordinator after they accomplish all course exams of courses at SILC, SHU.</p> <p>For more information, please send emails to Emma LIU.</p>

## SILC Grading System and academic transcript

SHU uses number grades and an explanation of what each grade indicates is printed on the bottom of the official SHU Academic Transcript. The grading system is as follows:

Percentage	Five-Grade System	GPA
90~100	A	4.0
85~89.9	A-	3.7
82~84.9	B+	3.3
78~81.9	B	3.0

75~77.9	B-	2.7
72~74.9	C+	2.3
68~71.9	C	2.0
66~67.9	C-	1.7
64~65.9	D	1.5
60~63.9	D-	1.0
<60	F	0

60 percentages is the passing line. 82 percentages or above is regarded as Excellence.

At SILC, 1 credit means the course has 10 sessions of teaching in a semester. For example, the course "Economics 1" has 5 credits, which means this course has 50 sessions teaching in a semester. 1 session is 45 minutes.

An official transcript will be mailed to the exchange student's home university coordinator after he/she accomplish all exams of courses at SILC, SHU.

### **Workload**

Exchange students are recommended to study at least one semester at SILC. They may study up to one year but not longer. Students are allowed to take up to 35 credits per semester.

### **Examinations and re-examinations**

Students should take the examinations at the end of each semester. Once the students have registered for the courses at the beginning of the term, they have to take the exams. Examinations will be taken in the last 2 weeks. Schedules of examinations will be released by International Office in the 10th week. Students must be able to present his/her campus card during the exam. SILC allows exchange students to re-take the course if he or she doesn't pass the exam. It is not allowed for exchange students to take any re-exams at their home universities.