

Exchange Information Sheet for Partner Universities

(2025 -2026 Academic Year)

SILC Business School, Shanghai University

Name of the School	SILC Business School, Shanghai University (SHU)
Location	Jiading Campus of Shanghai University Address: 20 Chengzhong Rd., Jia Ding District, Shanghai, China
Academic Year	In previous years, Shanghai University's academic year was divided into 3 semesters: autumn, winter, and spring. However, Shanghai University will be revising the academic calendar starting from the fall semester of 2025. The 2025-2026 academic year will be divided into 2 semesters: autumn and spring. (The official academic calendar has not yet been released. The following dates are estimated and provided for the reference of our partner universities and are subject to change due to unpredictable reasons.) ○ Autumn Semester (18 weeks, Early September – Late January) Final examination period generally takes place for two weeks at the end of the semester during week 17 and 18; and a one-week National Day and Mid-autumn holiday usually begins on October 1. ○ Winter Holiday (5 weeks) ○ Spring Semester (18 weeks, Early March – Early July) Final examination period generally takes place for two weeks at the end of the semester during week 17 and 18; a one-day Qingming holiday usually begins on April 4; and a five-day Labor Day holiday usually begins on May 1. ○ Summer Holiday (8 weeks)
Contact persons in International Office, SILC, SHU	SILC Incoming (Nomination and academic affairs): ZHU Xiaoqiu (Julia) E-mail: julixqzhu@shu.edu.cn
	SILC Outgoing: GONG Anni (Annie) E-mail: annie_gong@shu.edu.cn
International Office Contact Info & Address	Address: Room 207, Wende Building, 20 Chengzhong Road., Jia Ding District, Shanghai University, Shanghai, China Post Code: 201899 Tel: + 86 21 6998 0028 ext. 92031 Fax: + 86 21 6998 0017
Official language	Chinese

Language of instruction	English is the primary language of instruction in the courses offered to exchange students.
Language requirements	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.
Chinese language courses for exchange students	Exchange students at SILC can select the Chinese language courses offered by the school. The levels of Chinese classes are different in each term.
Nomination and Deadlines	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. Deadline for nominations: 31 March 2025 for 2025 Autumn Term; 31 October 2025 for 2026 Spring Term.
Application Deadlines	After the nomination, SILC International Office will contact the nominated students directly by email for the following application procedures. Deadline for application: 30 April 2025 for 2025 Autumn Term; 30 November 2025 for 2026 Spring Term.
Visa application	First step of application: The students should fill in the information on the registration website (http://www.apply.shu.edu.cn) 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. Second step of application: When visa documents are ready, the SILC International Office will then email the visa documents to students directly to start the visa application at the local Chinese embassy, including the DQ/JW form (the official Visa Application Form for Foreign Students) and the stamped Admission Notice. For exchange period under 180 days, apply for an X2 visa; for exchanges over 180 days, apply for an X1 visa. SILC International Office will stay in touch with students at each application steps and provide detailed instructions.

Registration	Before students come to Shanghai, they should prepare the following documents in order to do registration on Orientation Day: 1. One hard copy of Admission Notice 2. One hard copy of the DQ/JW202 form 3. One hard copy of Passport and One copy of Visa Page with Data of Entry 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 5. An ID Photo of Passport Size 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. 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 one week in advance; study may continue only if the petition form is accepted and approved by the university.
Insurance	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.
Health Check	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 specific health check center to check whether they need do the health check again.
Transportation between Campuses of SHU	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.

Courses selection	The International Office and Academic Office will arrange the course selection for exchange students after the course lists are ready. All the courses are taught in English, and exchange students should select the courses according to their own demands. 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.
Numbers of accepted exchange students	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.
Living expenses per month	Living expenses in Shanghai, China range from RMB 3500 to RMB 5500 per month, which is equivalent to USD 500 ~ 900 per month. 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!
Accommodation	The on-campus dormitory application system will be open before the start of the semester. SILC International Office will keep you posted when the system is available. It is recommended by Shanghai University that international students look for off-campus housing in advance due to the increasing number of international students. Students can book a hotel with free cancelation while apply for the on-campus student housing. The recommended websites are www.booking.com. 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.

Orientation	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.
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 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. For more information, please send emails to Julia ZHU.

Additional information:

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.