



同济经管  
TONGJISEM

TONGJI UNIVERSITY  
SCHOOL OF ECONOMICS AND MANAGEMENT

## Fact Sheet for Exchange Study / AY2023-24

updated in Mar. 2023

### International Cooperation Office

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## General Eligibility for Exchange to Tongji SEM

- The international candidates shall be officially registered as students at their home institution, and are pursuing their degree in home institution.
- Academic Transcript from Home University: GPA 3.0 and above (full mark is 4), corresponding to 3.75 out of 5 or 75 out of 100 in Tongji University
- English Proficiency (choose one) - for non-native speakers of English: TOEFL 79 (non-degree exchange) /TOEFL 86 (double degree exchange), IELTS 6.5, GMAT 600, GRE 1250 (V+Q), Or other equivalent score (*for more details, please enquire the program coordinator*)

### ATTENTION:

In order to be accepted to Tongji SEM as an exchange student on free tuition basis, students must contact the International Relations Office at your home university first to learn the conditions of applying to the Exchange Program. Tongji SEM will not accept you as an exchange student unless you are nominated by the International Office at your home university.

## Nomination and Application

Detailed Nomination and Application instructions will be sent to our partner universities in the beginning of every semester. Please nominate your students online before students start online application.

|   |   |  |
|---|---|--|
| ① Online Nomination   | <a href="#">Nomination Link</a><br>(by clicking)      | <b>Deadline:</b><br>April 20 for Fall Semester<br>Nov 10 for Spring Semester |
| <b>*Free-Movers, please finish the Online Pre-Application</b> | <a href="#">Pre-Application Link</a><br>(by clicking) |  |

Students will receive detailed application guides from our program managers after successful nomination.

|                      |  |  |
|----------------------|--|--|
| ② Online Application | <a href="http://study-info.tongji.edu.cn">study-info.tongji.edu.cn</a> | <b>Deadline:</b><br>April 30 for Fall Semester<br>Nov 20 for Spring Semester |
|----------------------|--|--|

Students should send the generated Online Application PDF to SEM coordinator via email for preliminary review

|                     |   |  |
|---------------------|---|--|
| ③ Final Application | Send application docs to SEM in one PDF via email | <b>Deadline:</b><br>May 20 for Fall Semester<br>Nov 30 for Spring Semester |
|---------------------|---|--|

### The required final application documents include:

- Statement of Outgoing Mobility according to the attached Tongji template (**issued by the Home University**)
- Filled <TONGJI SEM Safety Alerts and Notices for International Students> with signature
- Letter of Motivation---*stating your reasons for choosing Tongji SEM*
- Curriculum Vitae in English
- Copy of Passport
- Two Recommendation Letters from Professors --- **ONLY for Bachelor or Master Double-Degree Students**
- Academic Transcripts (English Version only) from Home University
- English Proficiency Certificate (TOEFL, IELTS, GMAT, GRE) – for students from non-native English speaking countries
- Receipt of Bank Transfer Confirmation of Application Fee 600 RMB – **ONLY for students as Free-Movers or students from partner universities on tuition fee paying basis (not for exchange students of free tuition)**
- <Research Fields Selection> - **for Master Double Degree Postgraduates only**

### Regarding Application and Tuition Fee:

Students as Free-Movers or students from partner universities on tuition fee paying basis shall make the remittance of application fee (RMB 600) to TONGJI University. The application fee is non-refundable regardless of the final admission results. After the admission, students shall pay for the required Tuition Fee at Tongji SEM.

## Semester Calendar

| 2023 Fall Semester (Sep - Jan)<br>All the following dates are to be confirmed |                               | 2024 Spring Semester (Feb - July)<br>All the following dates are to be confirmed |                               |
|---|-------------------------------|--|-------------------------------|
| during the week<br>Sep.4 to Sep. 8  | Registration Day (Compulsory) | TBD  | Registration Day (Compulsory) |
| during the week<br>Sep.4 to Sep. 8  | Welcome Ceremony (Compulsory) | TBD  | Welcome Ceremony (Compulsory) |
| Sep.11, 2023  | Classes begin                 | TBD  | Classes begin                 |
| Jan.8, 2024   | Examination weeks begin       | TBD  | Examination weeks begin       |
| Jan.19, 2024  | End of examinations           | TBD  | End of examinations           |

### ATTENTION:

The final exam schedule will be announced in mid or late semester. There are 19 weeks in total during the whole semester, from the first day of teaching weeks (17 weeks in total) to the last day of examination weeks (2 weeks in total). Students are not recommended to book their return ticket before the last day of examination week. Tongji SEM will not adjust the exam schedule due to early departure flights.

## English Taught Programs and Courses (Non-degree)

| Programs      |   | Courses                            |
|---------------|---|------------------------------------|
| Undergraduate | <ul style="list-style-type: none"> <li>Business Administration</li> </ul>   | <a href="#">Online Course List</a> |
| Postgraduate  | <ul style="list-style-type: none"> <li>Corporate Management</li> <li>Technology Economics &amp; Management</li> <li>Management Science &amp; Engineering</li> </ul> | <a href="#">Online Course List</a> |

### ATTENTION:

- Course descriptions could be viewed by clicking the course name in the list;
- Non-degree undergraduates are **NOT** allowed to take the postgraduate courses. Degree seeking undergraduates are **NOT** allowed to select postgraduate courses in the 1st and 2nd semester, but can select postgraduate courses in the 3rd semester. The courses listed online might be subject to change due to different semesters, special needs and cases.

## Grade Description

| Tongji Grade      | 90~100    | 80~89 | 70~79   | 60~69 | 59 & below |
|-------------------|-----------|-------|---------|-------|------------|
| Grade Description | Excellent | Good  | Average | Pass  | Fail       |

The final transcripts will be sent to students' home universities directly after the whole semester ends.

## On-Campus Housing

Students who wish to live in an on-campus dormitory will be asked to submit application during the final application step. Tongji SEM coordinators will assist in booking the on-campus dorm rooms with the International Students Service Center which is in charge of the whole university's dormitory application from international students. The result will be informed to the applicant via email after the admission.

Normally two students will share one room. Each room has separate bathroom, basic furniture and some other electronic devices. More information, please visit [here](#).

## Scholarship Information

You may find some scholarship information provided by Chinese Government, the local government in Shanghai and some others, by visiting the [website](#). Should you have any further inquiries about the scholarship application, please [consult](#) the International Students Office of Tongji University directly.





## Health Insurance

Foreign students must purchase a medical insurance plan for their study in China in order to pay for the expense of possible accidental injury and medical treatments in hospitalization. Students without medical insurance plan will be rejected for registration. The plan recommended by the Ministry of Education is the Comprehensive Insurance & Protection Scheme for Foreigners staying in China of Ping An Annuity Insurance Company, Ltd. It basically covers the expenses for the medical treatments for accidental injury and hospitalization in public hospitals with certain conditions in the mainland of China. Medical assistance service in case of emergency is also provided. This plan is compulsory to all international students and is a prerequisite to the registration. For more information about the Ping An insurance, please visit: [www.lxbx.net](http://www.lxbx.net)

- The cost is **400 RMB for 6 months**, and **800 RMB for 1 year**. Students will be asked to pay for it on registration day.

For the detailed information about the insurance coverage and scheme, please visit: [http://en.lxbx.net/ajax/lanmu\\_ajax-15.html](http://en.lxbx.net/ajax/lanmu_ajax-15.html)

- For the insurance claims procedures, please visit: [http://en.lxbx.net/ajax/lanmu\\_ajax-16.html](http://en.lxbx.net/ajax/lanmu_ajax-16.html)
- 24 hours service hotline for the insurance: [400-810-5119](tel:400-810-5119); or [0086-10-67185217](tel:0086-10-67185217)

In addition, we highly suggest that students purchase **the international insurance** in your home country prior to your departure.

## Internship Regulation

According to the new Internship Regulations effective since Apr 15<sup>th</sup>, 2015, the X1 visa holders of international students in Tongji University who apply to do internship should meet specific requirements. Otherwise, it would be regarded as illegal employment and will be punished by Shanghai Exit and Entry Administration Bureau according to the law. For the detailed information of internship regulations with application procedures, please read at: [sem.tongji.edu.cn/semen/?p=8723](http://sem.tongji.edu.cn/semen/?p=8723)

## Visa Information

Students must apply for student visa which is X1 Visa (study in China for more than 180 days) or X2 Visa (study in China for no more than 180 days) after receiving Tongji Admission Notice and other visa application docs sent by Tongji SEM. Students are not allowed to apply for any other visa type except for student visa for exchange study in Shanghai, China. Please note that students must enter China holding a proper visa rather than a visa exemption. For the detailed application documents, please consult the local Chinese Embassy or Consulate or you may view this website at: [www.visaforchina.org](http://www.visaforchina.org)

**X1** visa holders are requested to apply for the **Residence Permit (multiple entries enabled) within 30 days** since entry into China.

**X2** visa only permits **one entry**, and X2 visa holders are **NOT** allowed to apply for the residence permit in China after arrival. X2 visa holders can apply for **one more entry maximum**, with reasonable exit reason approved by Tongji University.

### Visa-Exemption Transit Policy:

144-Hour Visa-Exemption Transit Policy Took Effect on January 30, 2016 at Ports of Entry in Shanghai.

For more information, please visit this [website](#).

