International Exchange Program
Fact Sheet for 2015-2016 Semester

Contact Information	
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Website	
Tsinghua University	http://www.tsinghua.edu.cn/eng/index.jsp
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
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 application procedure required by Tsinghua University in due time. The application instruction will be sent out before the official application of Tsinghua University starts.	

Application procedure:

- Finish the online application of Tsinghua University in due time
- 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
- Resume within 2 pages
- Photocopy of the passport
- 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:

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

Academic Calendar

2015 Spring Semester:

Official Registration	February 28to 29, 2015
Course Registration	January 14 to 20, 2015
Class Begins	March 2,2015
Semester Dates	March 2 to June 30, 2015
Transcript back to Home University	Middle August of 2015

2015 Fall Semester:

Official Registration	September 3 and 4,2015
Course Registration	September 1 to 5, 2015
Class Begins	September 7, 2015
Semester Dates	September 7 to December 26,2015
Transcript back to Home University	Early March,2016

- 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.

Academic

Study programs	➢ Incoming master and MBA exchange students are admitted by the International MBA Program of our school. The International MBA Program is not opened to incoming undergraduate exchange students. ➢ Incoming undergraduate exchange students are admitted by the undergraduate program of our school.
Language	➢ The International MBA Program is a pure English taught program of our school. ➢ As for undergraduate program, there are 50% courses are taught in English.
Course information	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. ➢ For the International MBA Programs, please contact mbaex@sem.tsinghua.edu.cn ➢ For undergraduate program, please contact songyd@sem.tsinghua.edu.cn
Course registration	➢ Incoming master and MBA exchange students need to finish the course registration online before they come to Tsinghua SEM. The login information will be issued after the admission procedure is finished. There will be a course drop period at the beginning of each semester. The MBA Programs are not opened to incoming undergraduate exchange students. ➢ Incoming undergraduate exchange students need to finish the course registration online after they arrive at Tsinghua SEM. The login information will be issued by International Students' Office of Tsinghua University at the official 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 course	Both the International MBA Program and undergraduate program provide Chinese Language course for incoming exchange students.
Class size	The class size is different from each course.

Full-time workload	✚ The local MBA students of Tsinghua SEM have to take 54 credits in two years to graduate without internship and thesis. The local MBA students can't take more than 21 credits in coursework in each semester. ✚ 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. 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 pay attention that the lecturers can schedule the exams in the final class. Please follow the lecturers' instruction. Incoming exchange students have to sit in the
Grading	Tsinghua University uses 100-point grading system for final grades. Grades above 60 will be considered "Pass". Grades depend on students' performance on examinations, projects, in class presentations and class
Credits	In undergraduate program, 1 Tsinghua credit = 12 in-class contact hours = 16 Tsinghua credit
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.

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
Health Insurance	400 RMB for one semester; 600 RMB for one academic
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	Incoming exchange students can apply the international student dorm online before coming. However, due to the growing demand of on-campus housing , it is not guaranteed. Incoming exchange students can get detail information about the international student dorm on the website: http://intlstudent.cic.tsinghua.edu.cn/EN/index.html.
Off-campus housing	Please pay attention that Tsinghua SEM does not offer service in finding off-campus apartments for incoming exchange students.
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.
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 borrow books by applying for a temporary library card. Students have to pay 1,000 RMB as deposit and administrative fee for 10 RMB per month.
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
Student Clubs	The clubs at Tsinghua SEM are as varied and diverse as its students. They range from social and professional to recreational and cultural. 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 from your buddy.