



SYSBS Incoming Exchange Program Fact Sheet for Spring 2020

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

Sun Yat-sen Business School (SYSBS)

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

Tel: 8620-84110378, Fax: 8620-84036924

E-mail: sysbsinternational@163.com (for general affairs of incoming students)

SYSBS Website: <http://bus.sysu.edu.cn/>

SYSBS Academic System for Incoming Students: <https://oia-bus.sysu.edu.cn/>

SYSU Application System for Incoming Students: <https://sysu.17gz.org>

ELIGIBILITY

Students who will be exchanged to SYSBS must be a student officially registered in a university/school that has a currently active Student Exchange Agreement with SYSBS.

ACADEMIC CALENDAR OF SPRING 2020

<u>Semesters</u>	<u>Dates</u>	<u>Registration</u>	<u>Orientation</u>
SPRING 2020	Feb 9 th - July 4 th , 2020	Feb 7 th , 2020	Feb 10 th , 2020 (*TBD)

*The orientation meetings for new incoming students will usually be provided within the 1st week after the semester begins.

Please see the “Academic Calendar of SYSU” for more details:

<http://jwc.sysu.edu.cn/calendar>





NOMINATION AND APPLICATION DEADLINES FOR SPRING 2020

<u>Semester</u>	<u>Nomination Deadline</u>	<u>Application Deadline</u>
Spring 2020	Nov 10 th , 2019	Nov 30 th , 2019

APPLICATION PROCEDURES (all below 3 steps are necessary!!)

Step 1: Documents from program coordinator of home university/school:

Program coordinator of students' home university/school shall send the Official Nomination Letter signed by program coordinator / manager of students' home institution (*including student name, current education level, study period at SYSBS, email*) with students' basic info **by EMAIL to liangr5@mail.sysu.edu.cn BEFORE THE NOMINATION DEADLINE (Nov 10th 2019).**

Step 2: Procedures completed by nominated students:

- (1) Complete the online application in the SYSU system **by Nov 30th, 2019 and download the completed digital Application Form (only online application is accepted, and the application at SYSU system is for SYSU to review and approve incoming students' enrollment):** <https://sysu.17gz.org>

(Please register your account first with your email and password before you log into the system for application. Please kindly find the attached guideline for instruction of online application in SYSU system.)

- (2) Complete another online application in the SYSBS system **by Nov 30th, 2019 (only online application is accepted, and the application at SYSBS system is for incoming students' academic affairs at SYSBS, such as course selection, checking grades, etc.):** <https://oia-bus.sysu.edu.cn/>

(Please register your account first with your email and password before you log into the system for application. Please kindly find the attached guideline for instruction of online application in SYSBS system.)

Step 3: Nominated students prepare and send the digital copies of documents listed below to sybsinternational@163.com by Nov 30th, 2019 (for each nominated student, please send all below required documents in ONE EMAIL and name the email subject as "Application materials for Spring 2020 + student name + name of home university"):





- (1) Digital Application Form completed in the SYSU system (<https://sysu.17gz.org>);
- (2) Copy of students' latest passport (page of personal info, please make sure all your personal info could be clearly shown on the copy);
- (3) Certificate of Study or official Nomination Letter which shall be **issued by students' home university** (this document is to prove that the nominated students are officially registered students studying at the home university)

ADMISSION PACKAGE

If the nominated student's application is approved by SYSU, an admission package will be sent to the exchange coordinator of our partner universities by ***end of January for spring semester. (*The time given here is estimation only, the exact time for sending the admission package depends on the review and process progress by the Admission Office SYSU which is responsible for all incoming students' enrollment and visa affairs.)**

Package includes:

- a. Official Admission Notice issued by SYSU
- b. An Application Form for "Foreigners Wishing to Study in China" (JW202)
- c. Steps to be followed for the registration (registration guideline)

VISA

Students shall apply for **X visa** (single-entry student visa to China) with the admission package BEFORE they come to SYSU for registration and exchange study. **The students with X1 visa (single-entry student visa for staying in China more than 6 months) MUST apply for a Residence Permit (multi-entry visa to China) at the Guangzhou Municipal Public Security Bureau within 30days from their 1st entry to China with the X1 visa. Residence Permit for students with X2 visa is optional.** The Admission Office SYSU is responsible to process the visa documents and application for all foreign students.

X visa (X1/X2)	Residence Permit
One-entry only	Multi-entry
Admission package	Admission package; required to have a health check at the Health Care Center in Guangzhou





INSURANCE

In addition to your personal insurance, all exchange students are required to pay the insurance fee for “**Comprehensive Medical Insurance Plan for Foreign Students in China**” (mandatory for students study in SYSU) **before the registration at SYSU. Payment instruction will be sent to exchange students before registration date.**

The insurance premium is:

- RMB400 for half a year (1 semester)
- RMB800 for one year (2 semesters)

REGISTRATION

Upon arrival at SYSBS students must go to the Admission Office SYSU (Building No.524 in South Campus, Guangzhou) and Business School, Sun Yat-sen University, 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/>

****Updated information regarding the registration will be sent to students via email.***

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 Business School, Sun Yat-sen University 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 and the sport teams of SYSBS. The new students will have an opportunity to meet their classmates, the faculty, as well as the facilities and have their questions answered.

TUITION FEE

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



ACADEMIC EXPECTATIONS

Courses Offered	<p>Each semester, the school offers around 20 courses conducted in English covering topics in Business, Management, Finance, Marketing and Economics. For the courses list, please visit our website:</p> <p>https://oia-bus.sysu.edu.cn/</p> <p>The updated course information will be provided by February for spring to the incoming students. The maximum number of courses for each incoming student could take in one semester is 6.</p>																		
Language Requirement & Proficiency	<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 TOFEL Proficiency Level of 80 or equal level. 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>																		
Teaching Methods	Lectures, presentations, projects, group work and case studies concluding with a final examination.																		
Attendance:	Students must attend over 2/3 of the classes ; otherwise they may not be allowed to take the final examination. All grades of the selected courses (even 0 if any) will be recorded on the official SYSBS transcript faithfully.																		
Participation:	Students are encouraged to be active participants. Most of the classes will have a participation grade.																		
Course Load:	Exchange students must take between 1 courses/semester and a maximum of 6 courses/semester .																		
Grading:	<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
Code	Grade	Grade Point																	
A	Excellent	90-100																	
B	Good	80-89																	
C	Satisfactory	70-79																	
D	Pass	60-69																	
E	Fail	<60																	

HOUSING

Accommodations are off campus only and have to be settled by the incoming students on their own. 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/Application 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 400/person for 1 semester and RMB 800/person for 2 semesters
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 500/month (approx.)

USEFUL WEBSITES	
Academic affairs for international students of SYSBS	https://oia-bus.sysu.edu.cn/
SYSBS Official Website	http://bus.sysu.edu.cn/
Sun Yat-sen University	http://www.sysu.edu.cn





CONTACT INFORMATION AT SYSBS

Ms. Tifa LIANG (LIANG Rong)	Senior Coordinator for International Cooperation, General Affairs of International Students, Dean's Office	Tel: 86-20-84110378 Email: sysbsinternational@163.com (for general affairs of incoming students)
Ms. Cici MOU (MOU Xin)	Academic Advisor for Undergraduate Courses and Undergraduate Incoming Students, Office of BBA Program	Tel: 86-20-84112697 Email: cicimuxin@foxmail.com
Ms. Shuting WEN (WEN Shuting)	Academic Advisor for Academic Postgraduate Courses and Master Students, Office for Research and Postgraduate Education	Tel: 86-20-84110586 Email: shuting.wen@foxmail.com
Ms. Annie DING (DING Jie)	Academic Advisor for MBA Courses, MBA Education Center	Tel: 86-20-84113623 Email: happiness233@126.com
Ms. Justine XU (XU Qianying)	Academic Advisor for MBA Courses, MBA Education Center	Tel: 86-20-84112617 Email: xuqying@mail.sysu.edu.cn

