

RULES AND REGULATIONS FOR INTERNATIONAL MBA EXCHANGE PROGRAMS
SCHOOL OF MANAGEMENT, FUDAN UNIVERSITY
(2018 edition)

I. General Provision

The purpose of international MBA exchange programs at School of Management, Fudan University (FDSM) is to offer our students a full immersion in a different region or country, learning about different perspectives and ways of life, and to gain a multicultural understanding. Every year, we selection and send MBA students to go abroad for exchange while welcoming hundreds of international students who participate in our exchange programs. As a member of PIM (Partnership in International Management), the School has exchange programs with more than 60 partner universities around the globe, providing over 90 exchange slots throughout one academic year.

II. Students of Application

These regulations define application, selection and administrative rules of students who are regularly enrolled in:

1. Fudan MBA/IMBA Program;
2. Fudan MPAcc Program;
3. Fudan-HKU IMBA Program;
4. Fudan-BI MBA Program,

And meet the academic and language requirements. (Note: some exchange slots might open to Fudan degree students only.)

III. Eligibility Criteria

Applicants must:

1. Respect and obey the rules and conducts of the School, and the laws of the country, no violation of law;
2. Have to be in good academic and disciplinary standing; have no deferred core course or exam; Please note that students who have already earned enough credits for the degree are not eligible for the international exchange programs;
3. Have a minimum GPA equivalent of a 3.0 on a 4.0 scale (Fudan MBA/IMBA Program);
Have an average grade of B or above (Fudan-HKU IMBA Program);
Have a minimum GPA equivalent of a 3.0 on a 4.0 scale (Fudan MPAcc Program);
Have a minimum GPA equivalent of a 3.0 on a 4.0 scale (Fudan-BI MBA Program);
4. Have no F grade in all taken courses;
5. Go on exchange in the third semester (full-time program); or go on exchange in either the third or the fourth semester (part-time programs);
6. Meet one of the following English language proficiency requirements, if English is not their first language:
 - a. Be currently enrolled in an English-taught program;
 - b. Have a grade of B or above for Business English course;
 - c. Obtain a valid TOEFL iBT overall score of 90, or IELTS overall score of 6.5, or TEM 8 pass certificate;
 - d. Rank in the top 75% of the Program for the English score in national entrance exam of MBA program;

7. Be not able to go to exchange at a school from their home country/passport nationality (*be aware of Hong Kong, China). Students from Fudan-HKU IMBA Program cannot choose any partner university that is located in Hong Kong; Students from Fudan-BI MBA Program cannot choose BI Norwegian Business School as their exchange university;
8. Consult the program coordinator for further detailed eligibility criteria.

IV. International Exchange Selection and Management Committee

1. Main Responsibilities

- a. To establish and amend the rules and regulations for international exchange programs;
- b. To establish and amend the curriculum guides and administrative instructions;
- c. To implement the international exchange selection process and to confirm the student nomination list;
- d. To respond to and resolve disputes in connection with the international exchange programs;
- e. To manage, discuss and operate in matters of discipline, advice, emergency and such.

2. Committee Positions

- a. President: Prof. Zhiwen Yin, Associate Dean of School of Management, Fudan University
- b. Members: Director of Fudan MBA Program, Director of Fudan IMBA Program, Director of Fudan MPAcc Program, Director of Fudan-HKU IMBA Program, Director of Fudan-BI MBA Program and Director of International Exchange & Cooperation Office

3. Executive Office

The International Exchange and Cooperation (IEC) Office at FDSM functions as the executive office for the international exchange programs. The primary responsibilities of the IEC Office include: coordinating the exchange school facts and exchange student affairs, as well as organizing the exchange application and selection session.

V. Selection Criteria

The overall score of each student consists of English interview (70%), academic performance (20%), application essay (10%) and plus point for English test score. All applicants are ranked upon their overall scores and select their exchange university based on the rankings.

VI. Selection Procedures

1. The International Exchange Selection and Management Committee hosts the promotional session for the upcoming academic year exchange programs, and announces the application information along with school facts and exchange slots;
2. Students apply for the international exchange programs online, by completing the application form including an application essay;
3. The Committee reviews all applications and screens out applicants who do not measure up to the eligibility criteria. The interview list will be announced after the screening;
4. The Committee arranges a group interview conducted in English;
5. The final rankings based upon the overall scores of interview performance, GPA and application essay is announced;

6. Students participate in the on-site school selection session and choose their exchange universities in order based on their final rankings, then sign the exchange agreement;
7. The IEC Office officially nominates students to their exchange universities;
8. Nominated students receive application invitation from their exchange universities and proceed their application process; Upon successful completion, students receive admission letters from the exchange universities, and get prepared for their exchange semester accordingly.

VII. Administrative Guidelines and Policies

1. Students participating in the international exchange programs are exempt from payment of tuition at their exchange universities. However, students are responsible for their own travel expenses, visas, housing, meals, insurance and any other expenses related to the exchange apart from scholarships;
2. It is important that the students ensure they apply for and obtain an appropriate visa for studying in their exchange universities. FDSM will not be held responsible if students fail to receive their visas or go on exchange due to late submission or unaware of visa requirements;
3. Prior to the on-site school selection session, students must read through all related information in regards to school facts, semester dates, application criteria, course offerings, estimated expenses for their exchange semester. Students will choose their exchange universities at the selection session, followed by exchange agreement signing;
4. Students whose native language is not English must present proof of valid TOEFL or IELTS score during the on-site school selection session, in order to select those schools which strictly require certain English test scores for either Fall or Spring semester exchange. Any later test scores will not be considered as demonstration of English proficiency.
5. If students withdraw from/get rejected from the international exchange programs as a result of personal reasons after signing the exchange agreement, they shall not take any courses at FDSM or attend the dissertation defense during the exchange semester, neither allowed to participate in any international study tours nor overseas electives. Sequentially, students are responsible for the possible postponement of the graduation;
6. If students decide to withdraw from the international exchange programs after signing the exchange agreement due to personal reasons, they shall notify the IEC Office and the Program Office, explaining the reason(s) and wait for the School's decision. Students are not allowed to contact their exchange universities concerning their withdrawals;
7. Any exchange slot left after the on-site school selection session or given up by nominated students will not be re-used. There is no second round of school selection and no wait list;
8. Before departure, students shall process the relevant outgoing procedures including paying the tuition at FDSM, changing their student status and reporting their study abroad online to the University, in order to receive their admission letters from the Program Office; When the exchange semester ends, students shall return and change their student status back to school in a timely manner. It is the student's responsibility to comply with the School's outgoing procedures, Failure to follow these steps may result in serious consequences;
9. Nominated students must complete application procedures with correct information and appropriate documents according to the requirements and timelines provided by their exchange universities;
10. Embassies or consulates of different countries may have different language requirements concerning the student's visa. It is important that students check and confirm the most updated language requirements with the embassies or consulates, and prepare for their language tests accordingly;
11. When questions occur in the application process, students shall contact the IEC Office for assistance, rather than

reach out to their exchange universities for negotiation;

12. During the exchange semester, students must take and obtain required academic credits (8 credits for Fudan MBA/IMBA Program, 4-8 credits for Fudan MPAcc Program) at their exchange universities. If insufficient credits or exam failure happens, students must re-take course(s) of the required credit(s) back at FDSM. The grade(s) will be recorded as D- upon the successful completion of the exam of the retaken course(s). For students from Fudan-HKU IMBA Program, they must take courses equivalent to 3 Fudan-HKU courses and apply for credit conversion. Students are responsible for the risk of the postponement of graduation caused by insufficient credits or exam failure;
13. It is the student's responsibility to comply with the course selection rules and regulations at both FDSM and their exchange universities. Selected courses must be reviewed and approved in advance by the academic advisors of their Programs, and must be recognized in FDSM study plan upon return; Also, students must follow the academic procedures to transfer their exchange grades upon the completion of their exchange studies;
14. Starting from the first contact with the exchange universities, students shall behave properly, and must comply with the administrative and legislative instructions as well as rules and policies dictated by both FDSM and their exchange universities; Any violation of law, or other misconducts that affect the School during the exchange semester may result in disciplinary sanctions;
15. During the exchange semester, students shall complete a home school promotional activity at their exchange universities, with the form including but not limited to presentation at exchange school, school open day and student mingle. Upon completion, student get the Promotional Confirmation Sheet signed and stamped by their exchange universities and send it back to the IEC Office;
16. Students must follow their course schedule and complete all the courses and exams (take-home assignment excluded) before leaving their exchange universities. Students should return China after the exchange semester ends. As with any nonimmigrant (temporary) visa, students must follow the eligibility rules and restrictions regarding staying in the exchange country. The School will not issue any document supporting the student overstaying their visas;
17. It is the student's responsibility to maintain a valid passport and an appropriate visa. Please note there might be serious penalties for overstaying the visa expiration. Students should contact the exchange universities and FDSM if problems arise concerning their non-immigrant student status;
18. Students must have healthcare insurance coverage for medical and healthcare expenses, valid for the entire duration of the exchange semester. Students are strongly recommended to check the specific requirements of their exchange universities regarding the insurance, and to report themselves to the local embassies or consulates;
19. Students must submit the international exchange report (if applicable) to the Program Office upon the completion of their exchange studies.

VIII. Declaration

The International Exchange Selection and Management Committee reserves the right to change these terms and of final explanation.

The International Exchange Selection and Management Committee
School of Management, Fudan University

复旦大学管理学院MBA学生国际交换选拔与管理条例 (2018年更新版)

第一条 总则

为促进复旦大学管理学院国际化进程，培养具有宽广国际视野及丰富国际阅历的管理人才，复旦大学管理学院每学期选派MBA学生参加国际交换，也接受国外商学院学生加入复旦课堂。复旦大学管理学院作为国际管理战略合作组织(PIM, Partnership in International Management)的成员学院，目前拥有分布在欧洲、北美、大洋洲和亚洲的近六十所知名商学院合作伙伴，每年有超过90个海外交换名额。为保证国际交换顺利有序进行，特制定本条例。

第二条 申请对象

复旦大学管理学院 MBA，国际MBA，MPAcc，复旦-港大IMBA以及复旦-BI MBA项目学生，符合下述申请条件者，均可申请国际交换学习（部分交换名额仅对复旦学位学生开放）。

第三条 申请条件

1. 政治思想表现良好，遵守国家法律法规、校纪校规，无违纪现象；
2. 在校期间按期完成培养方案所规定的学习要求；必修课缓考缓修的同学原则上不予考虑。已修满教学计划要求学分的学生不能参加出国交换；
3. 学位课程平均绩点 ≥ 3.0 （复旦MBA/国际MBA）；
各门功课平均成绩在 B 以上（复旦-港大IMBA）；
各门课平均成绩绩点 ≥ 3.0 （MPAcc）；
各门课平均成绩绩点 ≥ 3.0 （复旦-BI MBA）；
4. 已修课程成绩不得有F；
5. 学生出国交换学期（全职项目：第三学期；在职项目：第三或四学期）；
6. 符合以下至少一项英文能力证明标准：
 - a. 所在项目为英文授课项目；
 - b. 商务英语成绩在读期间达到“B”及以上；
 - c. 具有有效期内托福IBT90分及以上，雅思6.5分及以上成绩，或全国高校英语专业八级考试通过成绩；
 - d. 全国MBA联考英语成绩排名位列项目前75%；
7. 学生不得前往本人护照所在国交换；复旦-港大IMBA学生不得申请香港地区大学的交换名额；复旦-BI MBA学生不得申请“BI挪威商学院”的交换名额；
8. 各项目学生具体学习规则请咨询本项目相关负责老师。

第四条 复旦大学管理学院国际交换选拔与管理委员会

一、主要职责：

1. 制定、修改国际交换选拔条例；
2. 制定、修改国际交换选课规定及管理细则；
3. 执行国际交换选拔工作，确定国际交换名单；

4. 接受国际交换选拔申诉；
5. 讨论和决定有关国际交换的其他重要事项。

二、人员组成：

主席：管理学院殷志文副院长

委员：复旦 MBA项目主任、复旦国际MBA项目主任、复旦MPAcc项目主任、复旦-港大IMBA项目主任、复旦-BI MBA项目主任、复旦管理学院国际合作与交流办公室（IEC: International Exchange and Cooperation Office）主任。

三、执行机构：

管理学院国际合作与交流办公室是国际交换选拔与管理的执行机构，它负责协调国际交换的各项事务工作，包括发布国际交换通知，接受国际交换申请，组织国际交换选拔，公布国际交换名单等。

第五条 评选标准

国际交换选拔委员会通过审核申请资料，确定具有选拔资格的学生进入复试，复试方式为小组面试。学生综合成绩的组成部分为：面试成绩（70%）、学术表现（20%）、申请文书（10%）以及有效的托福雅思成绩加分。申请学生按综合成绩排名名次决定挑选学校的顺序。

第六条 评选流程

1. 交换选拔委员会召开国际交换选拔说明会，并发布下一学年国际交换选拔通知及拟定的交换学校名单、名额、要求等；
2. 申请者在规定时间内完成网上申请，如实填写和提交各项申请内容，并完成申请文书；
3. 国际交换选拔与管理委员会对所接收的申请材料进行初步核实与筛选，公布国际交换复试名单；
4. 国际交换选拔委员会将安排国际交换选拔复试，即小组英文面试；
5. 国际交换选拔委员会结合学生的面试成绩、学术表现和申请文书，以及有效语言成绩加分，得出综合成绩，公示排名；
6. 学生参加选校会，按排名顺序现场选校，并签署国际交换协议；
7. 管理学院国际合作与交流办公室向各交换院校提名交换学生并提供基本信息；
8. 被提名学生在规定时间内按对方学校要求完成申请，交换院校审核申请后，对批准录取的交换学生发放交换录取信。

第七条 管理细则

1. 国际交换遵循学费互免、学分相互承认原则。除对方学校提供奖学金情况外，学生需自行承担交换产生的相关费用，如材料公证费、签证费、机票费、住宿费、海外生活费等；
2. 交换学生需根据对方学校和复旦大学管理学院要求自行办理相关出国签证及相关手续，签证类型需符合交换院校要求。对于未按时按要求完成签证申请而引起的申请失败或错过、未完成交换学期等后果，学生应自行承担 responsibility；
3. 学生在选校会之前，应认真研读所有公示的院校交换信息，根据交换学期、申请材料、课程要求、费用开销等信息，列出适合自己的学校名单。选校会将会采取现场选校、现场签署协议的方式；
4. 选校会当日，母语非英语的学生必须展示有效的语言成绩（托福或雅思），才可以选择于秋季或春季学期前往有明确严格语言要求的学校进行交换。延期提交语言成绩的申请将不被允许；
5. 如学生在签署《复旦大学管理学院国际交换选拔协议》后因个人原因导致申请失败或放弃国际交换，将被暂停交换期限内的课程，且取消之后所有的海外学习机会及海外选修课程的上课资格；该交换期限内也不得参加复旦大学管理学院的论文开题及答辩（具体日期以各项目学制为准）。学生本人对由此可能产生的延迟毕业的情况负责；
6. 如学生在签署《复旦大学管理学院国际交换选拔协议》后因个人原因放弃国际交换，应写邮件给IEC办公室和项目办公室，说明放弃原因，等待学院的决定。学生本人不应自行联系交换院校宣布退出；

7. 选校会结束后余下的名额、以及因申请失败或放弃交换余下的名额，均不会回流，没有增补名单或第二轮选拔；
8. 出国前学生需在规定时间内缴纳学费并完成复旦出国出境手续，复旦学位的学生必须办理保留学籍，完成学费及学籍手续的学生方可从项目办公室领取交换录取信；学生回国后需及时办理恢复学籍。因未及时办理学籍恢复及复旦出国出境等手续所造成的一切后果由学生本人承担；
9. 交换学校接受提名，正式向学生发出申请/注册邀请时，学生一定要积极配合（信息准确，及时完成）；当遇到问题及时联系国际合作与交流办公室（IEC办公室），由IEC办公室协调解决。如申请信息有误，学生将承担后果；
10. 交换院校及其所在国家的使领馆可能对语言成绩有不同的强制性规定，达不到要求的学生有可能无法获得签证及前往学习的机会，因此造成的后果由学生本人承担。请学生查阅使领馆签证要求，及时按要求准备语言考试；
11. 学生对交换院校所要求的条件如有异议，请向IEC办公室咨询，未经同意，不得自行向交换院校提出；
12. 出国交换期间，复旦MBA/国际MBA, MPAcc项目学生，需在交换学校选修并修满要求学分（复旦MBA/国际MBA：8分；MPAcc项目：4-8分）。如未修够学分或成绩不通过，必须在复旦补修相应学分。补修课程通过后，成绩记为D-；复旦-港大IMBA项目学生，需在交换院校最少修满等同于本项目3门课程学时/学分的课程，如未修够课程或成绩不通过，项目组不再安排补修，学生自行承担相应的责任；
13. 复旦MBA/国际MBA项目学生，需按照《MBA国际交换项目学籍管理及学分转换规定》选择在交换院校的课程和进行学分转换；复旦MPAcc、复旦-港大IMBA、复旦-BI MBA项目学生，需遵守本项目相关选课要求选择在交换院校的课程和进行学分转换。对拟选课程存在疑义的，可将拟选课程提交至项目教学管理负责老师，获得确认后正式选课；
14. 学生应珍惜交换机会，努力学习，体现良好的素养，树立管理学院的国际形象，积极推广学院的品牌。学生在交换期间如果违反复旦或交换院校的校规校纪，交换期结束后，还将受到复旦大学相应的处分；
15. 学生在交换学期内，需在交换院校完成一次对复旦大学管理学院的宣传展示活动，由交换院校联络人/国际学生办公室完成《管理学院学生展示确认表》并签字盖章，将电子扫描件或原件发至IEC办公室联络人。宣传展示形式包括但不限于：在交换院校进行演讲展示、参与国际学生宣传展示会或类似活动、在课堂上介绍或展示母校、或其他；收到展示确认表后，交换学生的学分转换申请才会被批准进行；
16. 学生在交换学期未结束、或所修交换课程（含考试，不含课外论文）未完成之前，不应擅自提前离开交换院校；学生在交换学期结束后、或完成全部交换课程（含考试，不含课外论文）后，应及时回国，不得以任何理由在交换国家滞留。学生在交换学期结束后，学院不会为学生提供任何滞留交换国的证明文件；
17. 学生拿到签证后，应注意签证有效期，以免逾期滞留，触犯当地出入境管理条例而导致罚款或遣送回国。学生出国后，遇到问题应及时与IEC办公室和项目办公室或所在院校交换联络人联系，获得建议和帮助；
18. 交换学生在国外（境外）学习期间的人身安全和身体健康，由其个人负责。学院建议学生根据所去国家情况购买境外保险并在到达目的地后，尽快向辖区内母国使领馆报备个人信息。
19. 学生回国后，须根据项目组的要求，完成国际交换项目报告，供学院留档参考，并为下一届交换生提供指导。

第八条 声明

在本条例基础上，国际交换选拔与管理委员会保留对当年选拔流程及相关事项进行修改及解释的权利。

国际交换选拔与管理委员会
复旦大学管理学院