# Exchange Fact Sheet for Undergraduates

## 2014-2015

**School of Economics and Management, Beijing Jiaotong University**

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<thead>
<tr>
<th>Name of the Institution</th>
<th>BJTU (Beijing Jiaotong University)</th>
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<td>Website</td>
<td><a href="http://en.sem.bjtu.edu.cn/">http://en.sem.bjtu.edu.cn/</a> (School of Economics and Management)</td>
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</tbody>
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| Contact person(s) and department(s) for exchange activities, including phone number, fax, and email | Ms. Anya Lin Gu  
Director Assistant of International Exchange Center, SEM  
[lingu@bjtu.edu.cn](mailto:lingu@bjtu.edu.cn)  
ph: +86 10 51688591 |
| **Academic calendar 2014/15 (semester or terms)** | **Fall semester 2014**  
Registration dates: September 8-9, 2014  
Introduction days: September 8-12, 2014  
(Orientation and Chinese proficiency test)  
Term dates: September 15, 2014-January 9, 2015  
Winter break: February 2-March 6, 2015  
**Spring semester 2015**  
Registration dates: March 2-3, 2015  
Introduction days: March 2-6, 2015  
(Orientation and Chinese proficiency test)  
Term dates: March 9, 2015-June 26, 2015  
Summer break: July 27-September 4, 2015 |
| **Exam dates** | Depends on the courses chosen, no specific examination period that would be generally valid |
| **Holiday dates** | Mid-Autumn Festival: September 8, 2014  
National Day: October 1, 2014  
New Year’s Day: January 1, 2015  
Winter Break: January 26-February 27, 2015*  
Qingming Festival: April 5, 2015  
Labor Day: May 1, 2015  
Dragon Boat Festival: June 20, 2015 |
| **Nomination deadlines** | For Fall semester: May 15 and May 30 for application submission  
For spring semester: November 15 and November 30 for application submission |
|--------------------------|---------------------------------------------------------------------------|
| **Online registration process** | Exchange coordinator of home university is asked to email the nomination list including the following information to the appropriate BJTU contact: Name, Gender, Major, Year of Study, Email address.  
After the exchange coordinator has made nominations by email, exchange applicants shall apply online* at:  
http://study.bjtu.edu.cn/member/index.action?request_locale=en_US  
Before they do the online application, please make sure they prepared for the documents as below:  
1). **Enrollment certification** to prove the student is studying under a degree program at home university (major, duration);  
2). **academic transcript**;  
3). **electronic id photo**;  
4). **photocopy of passport**.  
The candidates may need to scan the documents above and upload them during the online application.  
After the online application is submitted, exchange coordinator is asked to email the electronic copy of documents above also the online application page to appropriate BJTU contact. |
| **Language of instruction** | Chinese, English |
| **Programs which are open to exchange students** | 1. **Chinese Language Course**  
Chinese language course include Comprehensive, Speaking, Reading and Writing, Listening and Business Chinese. Chinese Language Training Center offers Chinese language courses in six different levels depend on how well the student’s Chinese is.  
2. **Business Courses in English in SEM**  
School of Economics and Management offer a range of courses either bilingual in Chinese and English or in English that international exchange students may choose from. |
### Subject fields include:
- For Fall semester:
  - Principles of Management
  - Fundamentals of Accounting
  - Applied Statistics
  - Human Resource Management
  - Strategic Management
  - Auditing
  - Intermediate Macroeconomics
- For Spring semester:
  - Principles of Economics
  - Intermediate Microeconomics
  - Marketing
  - Fundamentals of Corporate Management
  - Intermediate Accounting
  - Management Information Systems
  - International Business Law

**Note:** The course offerings are subject to adjustment each semester. For course descriptions and other enquiries regarding the course offerings, exchange coordinators shall contact Anya Gu at lingu@bjtu.edu.cn

| **Minimum/maximum course load for incoming students** | At SEM, each course is usually 2-3 credits, 16 hours for one credit. There is no minimum requirement for incoming exchange students. However, incoming exchange students are required to take a maximum of 18 credits per semester. |
| **Are Chinese language courses offered...?** | Yes, Chinese Language Training Center for International Students of Beijing Jiaotong University offers Chinese language courses in six different levels depend on how well the student’s Chinese is. The students need to sit in Chinese Proficiency test once they register at BJTU, and then they will be allocated to a class that fits their Chinese level. Per the exchange agreement between the home university and BJTU, incoming exchange students will study Chinese language courses at no costs. |
| **Type of accommodation offered** | 1. dormitory  
BJTU campus is located in the central area of Beijing and next to the Second Ring Road (Er huan lu). Only two bus stops away from Xizhimen Subway Station and a variety of choices to public transportation right by |
the South Gate, West Gate and East Gate of BJTU campus, living on campus offers the biggest convenience to incoming exchange students. We encourage international exchange students to live in dormitory on campus. We have four different dormitory buildings for international students. The usual cost for living in dormitory on campus varies from 5600 to 8400 RMB for one semester depends which building and what type of room the students choose.

For the dormitory information you may find as below:

2. Off-campus apartment
Incoming exchange students may choose to live off-campus. The off-campus housing rate may vary from 2000-4000 RMB for one single room in a two-bedroom apartment per month. Students who wish to live off-campus are responsible for finding their own accommodations.

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<th>Contact for accommodation, including phone number, fax and email</th>
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<td>To book the dorm, students need to fill out Application form for International Dormitory and send it back to Ms. Wang, Yun at <a href="mailto:yunwang@bjtu.edu.cn">yunwang@bjtu.edu.cn</a> 30 days before the semester begins.</td>
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<th>Further services for exchange students</th>
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<tr>
<td>Admission Service and Visa Service of Center for International Education:</td>
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<td>For admission and visa enquiries, please advise Ms. Sally Xu at <a href="mailto:xujing@bjtu.edu.cn">xujing@bjtu.edu.cn</a> ph: 86-10-51684535</td>
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<th>Language Partner Services:</th>
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<td>Before semester begins, International Exchange Center of SEM recruits a few student volunteers to participate in the language partner program. Those students will be language partners with incoming exchange students once they arrive and serve as guide for the incoming exchange students. During the first few days, the language partners will help the incoming exchange students to settle in. Later on the semester for each week the language partners and the incoming exchange students will spend at least one hour to improve each other’s language using textbooks or other materials.</td>
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**Orientation:**
Incoming exchange students are expected to register one week before the semester begin and attend the orientation held by Center for International Education of BJTU.

**Excursions and other cultural activities:**
Center for International Education of BJTU usually arrange a few excursions and city tours within the semester. i.e.: trip to Forbidden City and National Museum. On Chinese traditional festivals, some cultural activities will be arranged such as watching the moon and mooncake tasting at Lugou Bridge, the most famous spot for traditional moon appreciation in Beijing on Mid-Autumn Festival.

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<th>Cost of living</th>
<th>Housing: approx. 5600RMB/semester-8400RMB/semester</th>
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<td>Insurance: approx. 300RMB for half a year/person</td>
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<td>Transportation fee: approx. 5000RMB/semester-8000RMB/semester (for trips)</td>
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<td>Books and supplies: approx. 500RMB/semester-800RMB/semester</td>
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<td>Visa renew fee: 500RMB</td>
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<td>Eating at canteen on campus: approx. 5RMB-10RMB/meal</td>
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| Visa                    | Student who are not Chinese citizens and who will study in China for over 6 months shall apply for X or student visa at Chinese embassies with admission notice, jw201 or jw202 form and physical examination result. Those who will study for less than 6 months can also apply for F or visitor visa with the documents required by Chinese embassies. Since X, or student visa and L, or tourist visa have only 30 days of validity from the entry date to China, the holders must come to Center for International Education in time for long term Residence Permit for Foreigner in the People's Republic of China. In addition, Students who live outside campus have to complete Residence Form of Temporary Residence at the police station of their community within 24 hours after entering China. |