

# Exchange Program

# Handbook for Exchange Students









# Your Life at RENMIN

Starts Here !



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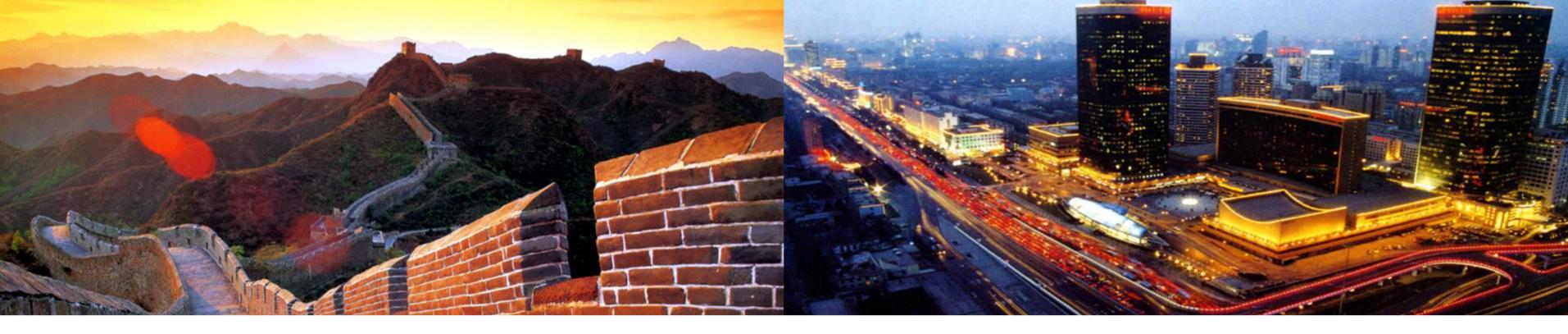
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Beijing



Classic and Modern

# The political, economic and cultural center of China Amazing legacy of Chinese history and culture

# Why RBS?

#### **RUC – Renmin University of China**

• The first university established by the People's Republic of China;

 $\cdot$  26 schools, 14 inter-disciplinary research centers;

 $\cdot$  Nine disciplines rank No.1 nationwide, including Applied Economics, Theoretical Economics, Law, Journalism and Communication;

 $\cdot$  Academic exchange partnership with 236 universities from 57 countries and regions in the world;

· Contributed to one-seventh of national academic achievements in social sciences and humanity research in the last 20 years.

RUC official website: http://www.ruc.edu.cn/

#### **RBS – School of Business, Renmin University of China**

- A large global alumni base;

THE REAL FORMER

• The longest history of management education in China;

• One of the pioneering institutes that offer China's own MBA program;

 $\cdot$  Business Administration ranked No.1 in national assessment of academic disciplines by the Minister of Education;

• Obtained both EQUIS and AACSB accreditation;

• Placed 43rd in FT Global MBA Ranking 2016, 43rd in FT Global EMBA Ranking 2014 and 49th in FT Executive Education Ranking 2014;

• The member of GNAM (Global Network for Advanced Management, initiated by Yale School of Management) in 2013;

· Close connection with enterprises and governments;

RBS official website: http://www.rbs.org.cn/



# **RBS Family**

- Global perspective and innovation are highly appreciated and encouraged here;
- With close to 4,000 students and over 150 faculty members;
- The most internationalized school among 26 schools of RUC

RBS provides an interactive and immersive experience that will help you adapt to the Asian, vibrant and inclusive mindset. Apart from the competitive curriculum and an excellent pool of faculty, RBS embraces young talents with creative spirit and curious mind from varied cultural backgrounds.

# **Exchange Program**

• We have exchange partnerships with over 70 business schools in more than 20 countries and regions.

partner institutions.

For exchange students, we offer TWO programs in English:

BBA (Bachelor of Business Administration) Program

• IMBA (International MBA) Program.

study at RBS.



• Every year we host over 120 exchange students and send roughly the same number of local students to

You may apply for ONE SEMESTER or FULL-YEAR exchange





# **Partner Schools**

# North America

#### Canada

Carleton University - Sprott School of Business University of Laval – School of Management University of Lethbridge - Faculty of Management Queen's University - Queen's School of Management

#### USA

Cornell University – School of Industrial and Labor Relations Pepperdine University - Graziadio School of Management University of South Carolina – Darla Moore School of Business

# Asia

Hong Kong City University of Hong Kong - College of Business Hong Kong Polytechnic University - Faculty of Business

#### India

Indian Institute of Management, Bangalore

#### Japan

Hitotsubashi University - The Graduate School of International Corporate Strategy (ICS)

International University of Japan

Kyushu University - Graduate School of Economics

Nakamura Gakuen University - Faculty of Business, Marketing and Distribution

Tohoku University - Faculty of Economics & Graduate School of Economics and Management

Singapore Nanyang Technological University Singapore Management University

South Korea Korea University - School of Business

### Taiwan

National Chengchi University - College of Commerce National Cheng Kung University - College of Management National Taiwan University - College of Management

Tamkang University - College of Business and Management

# Africa

South Africa University of Cape Town - Graduate School of Business

### Europe

Belgium Universit é Catholique de Louvain - Louvain School of Management Universit é Libre de Bruxelles - Solvay Brussels School of Economics and Management

#### Denmark

Aarhus University - School of Business and Social Sciences

Italy

Universit à Commerciale Luigi Bocconi - SDA Bocconi

#### Swedan

Umea School of Business and Economics

#### Finland

Aalto University - School of Economics Hanken School of Economics Tampere University of Technology - School of Business and Technology University of Vaasa - Faculty of Business Studies

#### France

**EDHEC Business School ESCP** Europe **IESEG School of Business INSEEC** Business and Communication School Aix-Marseille Universit é - IAE Aix Graduate School of Management

#### Germany

Freien Universitaet Berlin - School of Business and Economics WHU - Otto Beisheim School of Management University of Tuebingen - Faculty of Economics and Social Sciences Ireland University College Dublin - Quinn School of Business & Smulfit Graduate School of Business Israel Hebrew University - Jerusalem School of Business Tel Aviv University - Business School

### The Netherlands

Universiteit van Amsterdam - Faculty of Economics and Business

Erasmus University - Rotterdam School of Management University of Groningen - Faculty of Economics and Business Maastricht University - School of Business and Economics Nyenrode Business University Tilburg University - School of Ecnomics and Management VU Amsterdam - Faculty of Economics and Business Administration

Norway BI Norwegian School of Management

#### Portugal

Lisbon University Institute - ISCTE Business School Universidade Nova de Lisboa- Nova School of Business and Economics

#### Russia

Moscow State Management University St. Petersburg University - Graduate School of Management

Spain Complutense University of Madrid - CUNEF IE Business School

#### Switzerland

Business School Lausanne Universit é de Gen è ve - Geneva School of Economics and Management

Turkey Koc University

#### Swedan

Umea School of Business and Economics

#### United Kingdom

City University London - Cass Business School Lancaster University - Management School University of Kent-Business School University of Reading - Henley Business School University of Warwick - Business School

Denmark Aarhus University - School of Business and Social Sciences

# Oceania

Australia Queensland University of Technology - Business School University of Newcastle - Faculty of Business and Law



# **Enrollment Steps**

#### NOMINATION

- Make sure your home university is on the RBS partner list -
- Meet all requirements of nomination

#### APPLICATION

- Receive the email with application instructions
- Complete online application
- Prepare and mail the application package (hardcopy & e-copy) in due time Receive the confirmation letter

#### ADMISSION

- Receive the admission package
- Apply for campus housing and visa
- Take physical examination (applicable for one-year exchange students)
- Plan for the trip (flight tickets and luggage)

#### REGISTRATION

- Check in at international student apartments
- Registration at the International Student Office (RUC)
- Registration at the International Relations Office (RBS)
- Orientation and Campus Tour
- Welcome Party

#### **COURSE SHOPPING**

- Registration on RBS Exchange Student -Service System (online portal)
- Check course information and balance your curriculum
- Complete course shopping in the first two weeks

#### **CAMPUS LIFE**

- International Fair
- Sports Competition
- Student Association
- Fitness and Gym
- Parties, Clubs and Café -

# **Exchange Timelines**



Semester	Fall/First	Spring/Second	
Online Nomination	mid March – April 20 <sup>th</sup>	mid Sept – October 20 <sup>th</sup>	
Application Deadline	April 30 <sup>th</sup>	October 30th	
Housing Reservation	late June – early July	late December – early January	
Admission Package Post	late June – early July	late December – early January	
Registration &	Sept. 5 <sup>th</sup> -Sept. 11 <sup>th</sup>	Feb. 20 <sup>th</sup> - Feb. 26 <sup>th</sup>	
Orientation Week	Please refer to admission letter for exact date and schedule		
Course Registration	first 2 weeks of the semester		
Lecture Period	September – January (some courses end in Nov. or Dec.)	February – July (some courses end in May. Or Jun.)	
Exam Period	last 2 weeks of the semester some courses end earlier have exams on their last class		
Transcript & Certificate Post	early March	early September	



# **Documents Required**



Hard Copy	Items
$\checkmark$	Official certificate of enrollment in your home university (in English)
$\checkmark$	Application form printed and signed after online registration
$\checkmark$	Academic transcript (in English, with official signature or stamp)
$\checkmark$	A Recommendation letter from your supervisor or one of your professors (in English, only mandatory for graduate-level applicants)
~	Passport copy (personal information page, validity covering your stay in China)
$\checkmark$	Guarantee statement (printed, filled up and signed)
$\checkmark$	Scholarship certificate (if you are granted a scholarship by China Scholarship Council)
~	3 passport-sized photos

#### Please note that both scanned copy and hard copy are mandatory for application

For Post mail (hard copy): Room 605, Mingde Business Building, Renmin University of China, 100872 No.59, Zhongguancun Street, Haidian District, Beijing, China Tel: 86-10-82509200 Recipient: Veronica Xiao (肖雅文)

# Pre-departure Must-knows

Exchange Type		one semester	full academic year
Visa Application		Apply for X2 visa	Apply for X1 visa; Apply for Residence Permit within 30 days after arrival in Beijing
Physical E	xamination	Amination Not mandatory Mandatory (for Residence Per application & visa extension). PHYSICAL EXAMINATION FOR attached in admission e-packa	
Health I	nsurance	All exchange students are required to have health insurance covering their exchange study in China. The health insurance is available and mandatory on registration day at RUC. Please refer to PING'AN INSURANCE for detailed information. Insurance Fees: ¥300 /semester; ¥600 /year.	
Expected /	Arrival Date	Students should be present on RBS campus in time for the Orientation Meeting or at the latest – before classes begin. Please check ACADEM CALENDAR (available in each July) for detailed schedule. Students m check in campus accommodation TWO days earlier than th registration date.	
	Campus	\$ 650 -1800 (paid in cash & RMB only)	\$1300 3600 (paid in cash & RMB only)
Estimated Living Cost (in USD)	Housing	Please check <b>ROOM RESERVATION FORM</b> (attached in admission e- package) for room price and reservation procedures	
(In second	Food	\$ 1000	\$ 2000
	Transportation	\$ 100	\$ 200

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# ACADEMIC LIFE

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	Learning Expectat	ions
	Undergraduate	Graduate
Available Courses	BBA course (offered by RBS)	IMBA, MIB course (offered by RBS)
	Courses (offered by other schools of RUC)	Courses (offered by other schools of RUC)
	Chinese Language Module	Chinese Language Module
Language of Instruction	English	English
Course Load	The course load is at the discretion of advise that all exchange students selected equivalent to 2 ECTS credits.	your home university. We strongly ct <mark>at least 3 courses. 1</mark> Renmin credit is
Course Selection	Done online via <b>RBS Exchange Student Service System</b> . Exchange students can choose from a wide range of courses offered in English each semester. Please check the COURSE OFFERING for temporary reference.	

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# Learning Expectations

dance

Class attendance is mandatory for exchange students. Students who are absent for 3 times will be banned from taking final exam of this course.

Exams are generally taken in the examination period (last 2 weeks of this semester) and may only be taken at RUC, but some will be arranged on the last class. Please confirm it with the instructors.

Grading is the comprehensive result of different elements such as group work, assignments, essays and class participation. Students should always confirm with the instructor the exam rule as well as the weight of class discussions and assignments on the final grade.

An electronic pdf transcript is available for downloading on the system. The official hard copies (with stamp) and exchange certificate will be mailed directly to the International Office of your home university at the beginning of next semester.

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# Course Offering-FALL Semester



Course Type	Fall Semester	Credits
	Consumer Behavior	2
	Corporate Governance	2
	Cross-Cultural Management	2
	Electronic Commerce	2
	English Business Correspondence	2
	Human Resource Management	3
BBA	International Finance	2
(undergrad only, 12-14 courses	International Management	2
for each semester)	Managerial Accounting	2
	Marketing Research for Management	2
	Microeconomics	2
	Principles of Accounting	3
	Principles of Management	3
	Principles of Marketing	3
	Strategic Management	3

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Course Type

IMBA undergrad only, 8-1c for each semest

# Course Offering-FALL Semester

	Fall Semester	Credits
	Business Writing	2
	Cross-Cultural Management	2
	Data, Modeling and Decision-making	3
	Human Resource Management	2
courses	International Finance	2
	Investments	2
er)	Managerial Accounting	2
	Managing Social Innovation in Business	2
	Marketing	3
	Organizational Behavior	2
	Strategic Compensation	2
	Social Innovation in Healthcare	1

# Course Offering-FALL Semester

Course Type	Fall Semester	Credits
	Business English	4
MIB	Fundamentals of Economics in International Business	2-3
aduate only, 3-4 courses for each semester)	International Finance and Investments	3
	International Marketing	2
	Introduction of International Business	2
	Financial Economics	3
School of Finance (graduate only)	International Finance and RMB Exchange Rate	2
	Monetary Theory and Chinese Financial Policy	3
	Development Economics and its Application in Chinese Economy	2
	Intermediate Microeconomics	3
School of Economics (graduate only)	International Trade Theory and its Application in Chinese Economy	2
	Mathematical Economics	3

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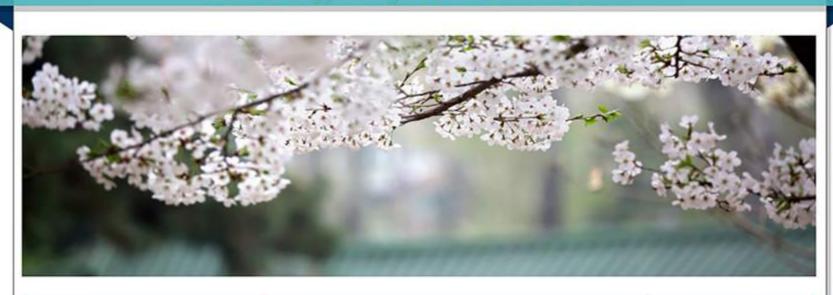
Course Ty

Fall Semester	Credits
Approaches to Study of Contemporary China	3
Chinese Foreign Policy	3
Chinese Society	3
Contemporary China's Grand Strategy	3
Investment in China	2
NGO in Global Governance	2
Social Science Research Methods	3
Conversation in Chinese- Beginner	4
Conversation in Chinese- Elementary	4
	Approaches to Study of Contemporary China Chinese Foreign Policy Chinese Society Contemporary China's Grand Strategy Investment in China NGO in Global Governance Social Science Research Methods Conversation in Chinese- Beginner

Course Type	Spring Semester	Credits
	Business Ethics	1
	Consumer Behavior	2
	Cross-Cultural Management	2
	Entrepreneurship	2
	Financial Markets and Institutions	2
	Human Resource Management	2
	Introduction of Financial Management	3
DRA	Leadership Theory and Practice	2
BBA grad only, 12-14 courses	Macroeconomics	2
or each semester)	Management Communication	2
	Management of Information Systems	2
	Managerial Accounting	2
	Marketing Research for Management	2
	Organizational Behavior	3
	Principles of Marketing	3
	Quality Management	2
	Statistics	3

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# Course Offering-SPRING Semester



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Course Type

IMBA undergrad only, 8-1 for each semes

# Course Offering-SPRING Semester

e	Spring Semester	Credits
	Business Ethics and Corporate Governance	2
	Business Research	1
	Electronic Commerce	1
	Financial Markets and Institutions in China	2
	International Finance	2
) courses	International Management	2
ter)	Management of Information Systems	2
	Managerial Economics	3
	Managing Social Innovation in Business	2
	Operations Management	2
	Options and Futures	2
	Strategic Management	3

# Course Offering-SPRING Semester

Course Type	Spring Semester	Credits
	Cross-Cultural Communication	2
	Global Sourcing	2
MIB (graduate only, 3-4 courses for	International Finance and Investments	3
each semester)	International Marketing	2
	Management of Multinational Companies in China	2
	Corporate Finance and Governance in China	3
School of Finance (graduate only)	Investment Environment and Taxation System in China	2
	Applied Macroeconomic	3
School of Economics (graduate only)	Contemporary Chinese Economy	3
	Industrial Organization Theory and its Applications to Chinese Economy	2
	Public Economics	2

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Course Type

School of Intern Studies (undergrad & gra

Language Mod

Notes:

a) Course catalogue for each semester will be subject to some changes; b) This course information is only for your general knowledge, not for course shopping.

# Course Offering-SPRING Semester

e	Spring Semester	Credits
	Approaches to Study of Contemporary China	3
	Chinese Foreign Policy	3
ational	Chinese Society	3
duate)	Contemporary China's Grand Strategy	3
	Investment in China	2
	NGO in Global Governance	2
	Social Science Research Methods	3
dule	Conversation in Chinese- Beginner	4
aute	Conversation in Chinese- Elementary	4

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# **Scaling System**



Q: What kind of grading system do you use? A: The grading system and GPA calculating are as follows:

Score	Grade	GPA	Description
90-100	А	4.0	Exceptionally Outstanding
86-89	A-	3.7	Outstanding
83-85	B+	3.3	Very Good
80-82	В	3.0	Good
76-79	B-	2.7	Quite Good
73-75	C+	2.3	Generally Satisfactory
70-72	С	2.0	Satisfactory
66-69	C-	1.7	Sufficient
63-65	D+	1.3	Barely Satisfactory
60-61	D	1.0	Barely Adequate
Pass only	Р	1.0	Barely Acceptable
Below 60 or Fall	F	0	Inadequate

Notes: 'F' is a subject failure grade, whilst all others ('P' to 'A') are subject passing grades. No credit will be earned if a subject is failed. The grades for the whole class above 90 or below 60 should be no more than 20% of the total and can be shown in the form of normal distribution.



A1: 4 years.

semester.

Q3: How many hours of studying equals one (1) credit? If possible please make a distinction between hours spent on lectures and hours spent on private study. A3: 1 credit = 45 minutes (on lectures) \* 17 weeks.

Q4: How many weeks constitute your semester? A4: A semester contains 18 or 19 weeks (including 2-week of final exams).



A1: 2 years.

succeed? A2: 47 credits in all before graduation.

Q3: How many hours of studying are equal to one (1) credit? A3: 1 credit = 45 minutes (on lectures) \* 15 weeks.

Q4: How many weeks constitute your semester? A4: 19 weeks (or less).

# Scaling System

# **Credit System for Bachelor Degree Program**

Q1: How many years of study comprise your Bachelor degree?

Q2: How many credits must a student obtain per semester and per academic year in order to succeed? Regarding a fulltime course load.

A2: 140 course credits are required before graduation; approximately 15-18 credits for each

# **Credit System for Master Degree Program**

Q1: How many years of study comprise your Master degree?

Q2: How many credits must a student obtain per semester and per academic year in order to





Building	Room Type	Facility	Cost (RMB/ bed/day)	Contact
A1	double room	Shared toilet & bathroom, telephone, air conditioner, and Internet access	31-36	86-10-62511450
B2	double room	Shared toilet & bathroom, wooden floor, telephone, air conditioner, and Internet access	35-40	
C3	single room	Private toilet & bathroom, TV set, telephone, air conditioner, and Internet access	80-100	
G	single room	Private toilet & bathroom, TV set, telephone, air conditioner, and Internet access	80-100	86-10-82503604

# Tips for Room Reservation

The prices listed above may be subject to change by the Accommodation Service Office. For further information regarding the dormitories for international students, please contact the Accommodation Service Office at +86-10-62516570 or LGIA@ruc.edu.cn;

Students can enjoy the preferential price if the six months' room rates are paid at one time. The extra accommodation fee would be refunded to you if any earlier departure is claimed;

All non-self-financed students (scholarship students/governmentfinanced students) will be automatically arranged to A1. If you want to apply for other room types, you may sign up the waiting list for available rooms;

According to the Exit and Entry Administration Law of P.R.C., international students are required to provide passport and visa information within 24 hours upon their checking-in. If they claim for a new passport or visa, they need to update the information as soon as possible, otherwise it will be regarded as illegal residence;

Students may arrive and check-in international apartments two days (at most) earlier than the registration date (usually scheduled on Monday);

@Full-year exchange students are not allowed to check out rooms during winter or summer vacation, otherwise you will not be able to enjoy the preferential price or even keep your room;

Besides on-campus dormitories, you can also choose to live-off campus, but you are required to update your temporary residential address or other contact information to the ISO. In addition, students live off-campus must register and report the temporary residence to the local police station.











**Global Cuisine:** Diversified flavors, canteens, restaurants and café.



# **Facilities**

#### **Internet Access:**

Exchange students have access to internet through a wireless university network, which covers the whole campus.



#### Health:

**RUC Campus Hospital offers 24**hour nursing service on campus whole week through.



Library: Exchange students can access a comprehensive library in both e-copy

and hard copy.



#### Sports and Fitness:

Gym, natatorium, sporting places for badminton, volleyball, table tennis, tennis. basketball.

# **Buddy Program**

Upon your arrival -Pick-up Service (9:00 a.m.-19:00p.m. Beijing Time) -Registration Assistance -Campus Tour -Welcome Party -One-day Tour in Beijing







**During your stay** -City Tour -Immersion to Local Life -Language Partner

**Before your departure** -Farewell Party -Gift Exchange





A lovely team that helps you enjoy soft-landing and wonderful exchange in Renmin



# Wonderful Moments





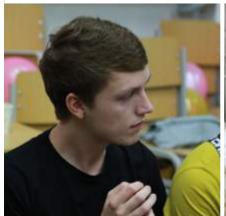














WELCOME PARTY

# HAVE A GREAT TIME



(33)



**#** German Culture Association

**#** The Third Rome Association

**#** French Culture Association

**Sakura Club** 

Association

Exchange

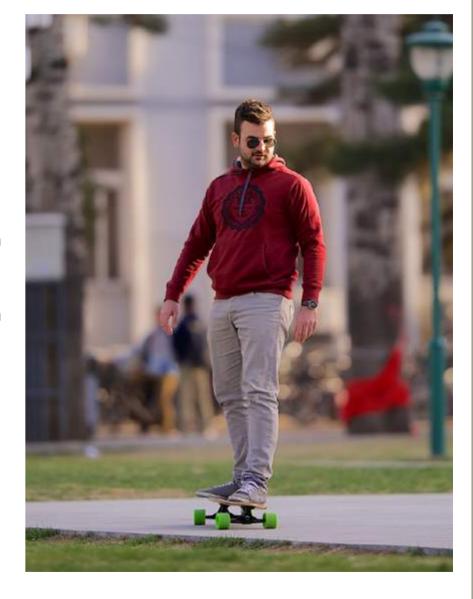
**#** Association for Cross-Strait Exchange

**%** Model United Nations (MUN)

**#** Hong Kong Students Union

# **RUC Student Societies**

- **#** International Development Education
- **#** Association for China-Republic of Korea

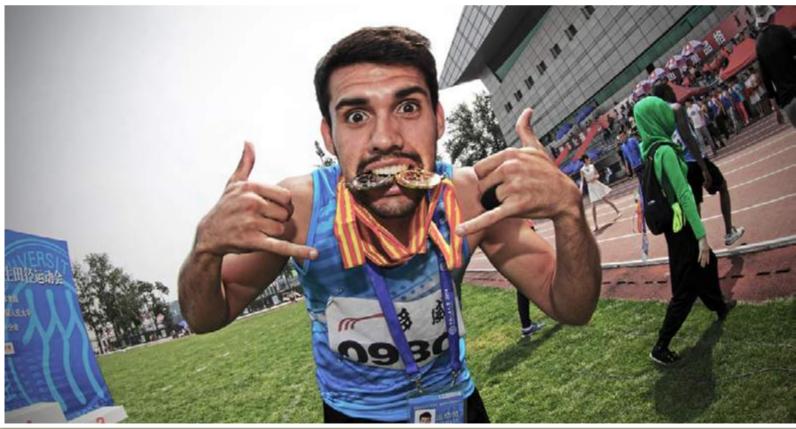




# **RUC Student Societies**



<b>೫</b> D-play Club	<b>#</b> RUC Association of Yang's Tai Chi
<b>#</b> Vigor Dancing Club	<b>%</b> Martial Arts Club
<b>#</b> Golf Club	<b>X</b> Yoga Club
<b>೫</b> Kendo Club	<b>X</b> Swimming Club
<b>Ж</b> Karate Club	<b>#</b> Free-man Outdoor Club
<b>#</b> Mochen Chess Club	<b>#</b> Free Dancing Club



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Shaoxing Opera As
Di & Xiao Art Asso
Haozhong Guqin A
Wenyuan Han Fu A
Tea Culture Associa



# **RUC Student Societies**

# Tradition & Art

Association	<b>#</b> Painting & Calligraphy Association
sociation	<b>#</b> iSeer Drama Society
n Association	<b>#</b> iMusic Club
u Association	<b>#</b> Chinese Classics Study Association
ociation	<b>#</b> A Dream of Red Mansions Research Association



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