

RBS

Exchange Program

Handbook for Exchange Students



中國人民大學
RENMIN UNIVERSITY OF CHINA

商学院
SCHOOL OF BUSINESS





Your Life

at RENMIN

Starts Here !



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北京

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;
- 26 schools, 14 inter-disciplinary research centers;
- Nine disciplines rank No.1 nationwide, including Applied Economics, Theoretical Economics, Law, Journalism and Communication;
- 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

- The longest history of management education in China;
- One of the pioneering institutes that offer China's own MBA program;
- 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;
- A large global alumni base;

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.
- Every year we host over 120 exchange students and send roughly the same number of local students to partner institutions.

For exchange students, we offer **TWO** programs in English:

- BBA (Bachelor of Business Administration) Program
- IMBA (International MBA) Program.

You may apply for **ONE SEMESTER** or **FULL-YEAR** exchange study at RBS.



GETTING STARTED

Enrollment Steps

1

NOMINATION

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

2

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

3

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)

4

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

5

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

6

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 th	mid Sept – October 20 th
Application Deadline	April 30 th	October 30 th
Housing Reservation	late June – early July	late December – early January
Admission Package Post	late June – early July	late December – early January
Registration & Orientation Week	Sept. 5 th – Sept. 11 th	Feb. 20 th – Feb. 26 th
	<i>Please refer to admission letter for exact date and schedule</i>	
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



Scanned Copy	Hard Copy	Items
✓	✓	Official certificate of enrollment in your home university (in English)
✓	✓	Application form printed and signed after online registration
✓	✓	Academic transcript (in English, with official signature or stamp)
✓	✓	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)
✓	✓	Guarantee statement (printed, filled up and signed)
✓	✓	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)

For Email (scanned copy): rbsexchange@163.com

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 Examination		Not mandatory	Mandatory (for Residence Permit application & visa extension). PHYSICAL EXAMINATION FORM is attached in admission e-package.
Health Insurance		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 ACADEMIC CALENDAR (available in each July) for detailed schedule. Students may check in campus accommodation TWO days earlier than the registration date.	
Estimated Living Cost (in USD)	Campus Housing	\$ 650 -1800 (paid in cash & RMB only)	\$1300 –3600 (paid in cash & RMB only)
		Please check ROOM RESERVATION FORM (attached in admission e-package) for room price and reservation procedures	
	Food	\$ 1000	\$ 2000
	Transportation	\$ 100	\$ 200



**ACADEMIC
LIFE**

Learning Expectations

Study Level	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 your home university. We strongly advise that all exchange students select at least 3 courses . 1 Renmin credit is equivalent to 2 ECTS credits.	
Course Selection	Done online via RBS Exchange Student Service System . Exchange students can choose from a wide range of courses offered in English each semester. Please check the COURSE OFFERING for temporary reference.	

Learning Expectations

Class Attendance	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	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	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.
Transcripts	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.

Course Offering-FALL Semester



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

Course Offering-FALL Semester



Course Type	Fall Semester	Credits
IMBA (undergrad only, 8-10 courses for each semester)	Business Writing	2
	Cross-Cultural Management	2
	Data, Modeling and Decision-making	3
	Human Resource Management	2
	International Finance	2
	Investments	2
	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
MIB (graduate only, 3-4 courses for each semester)	Business English	4
	Fundamentals of Economics in International Business	2-3
	International Finance and Investments	3
	International Marketing	2
	Introduction of International Business	2
School of Finance (graduate only)	Financial Economics	3
	International Finance and RMB Exchange Rate	2
	Monetary Theory and Chinese Financial Policy	3
School of Economics (graduate only)	Development Economics and its Application in Chinese Economy	2
	Intermediate Microeconomics	3
	International Trade Theory and its Application in Chinese Economy	2
	Mathematical Economics	3

Course Offering-FALL Semester



Course Type	Fall Semester	Credits
School of International Studies (undergrad & graduate)	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
Language Module	Conversation in Chinese- Elementary	4

Course Offering-SPRING Semester

Course Type	Spring Semester	Credits
BBA (undergrad only, 12-14 courses for each semester)	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
	Leadership Theory and Practice	2
	Macroeconomics	2
	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

Course Offering-SPRING Semester



Course Type	Spring Semester	Credits
IMBA (undergrad only, 8-10 courses for each semester)	Business Ethics and Corporate Governance	2
	Business Research	1
	Electronic Commerce	1
	Financial Markets and Institutions in China	2
	International Finance	2
	International Management	2
	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
MIB (graduate only, 3-4 courses for each semester)	Cross-Cultural Communication	2
	Global Sourcing	2
	International Finance and Investments	3
	International Marketing	2
	Management of Multinational Companies in China	2
School of Finance (graduate only)	Corporate Finance and Governance in China	3
	Investment Environment and Taxation System in China	2
School of Economics (graduate only)	Applied Macroeconomic	3
	Contemporary Chinese Economy	3
	Industrial Organization Theory and its Applications to Chinese Economy	2
	Public Economics	2

Course Offering-SPRING Semester

Course Type	Spring Semester	Credits
School of International Studies (undergrad & graduate)	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
Language Module	Conversation in Chinese- Elementary	4

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.

Scaling System



Grading 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	A	4.0	Exceptionally Outstanding
86-89	A-	3.7	Outstanding
83-85	B+	3.3	Very Good
80-82	B	3.0	Good
76-79	B-	2.7	Quite Good
73-75	C+	2.3	Generally Satisfactory
70-72	C	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	P	1.0	Barely Acceptable
Below 60 or Fail	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.

Scaling System



Credit System for Bachelor Degree Program

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

A1: 4 years.

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 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).



Credit System for Master Degree Program

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

A1: 2 years.

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



CAMPUS LIFE

Accommodation

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/government-financed 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.



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.



Global Cuisine:

Diversified flavors, canteens, restaurants and café.



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

Icebreaking

— —
Let's be
young!

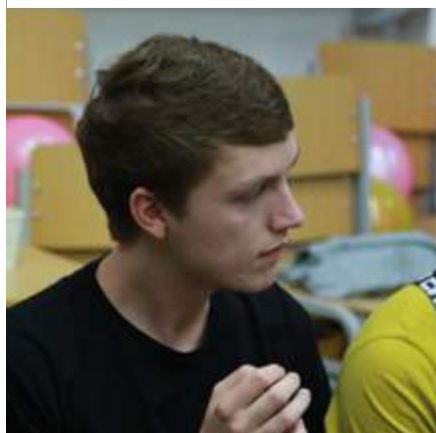




RBS
FAMILY




SING A
HAPPY
SONG



WELCOME
PARTY

HAVE A
GREAT
TIME

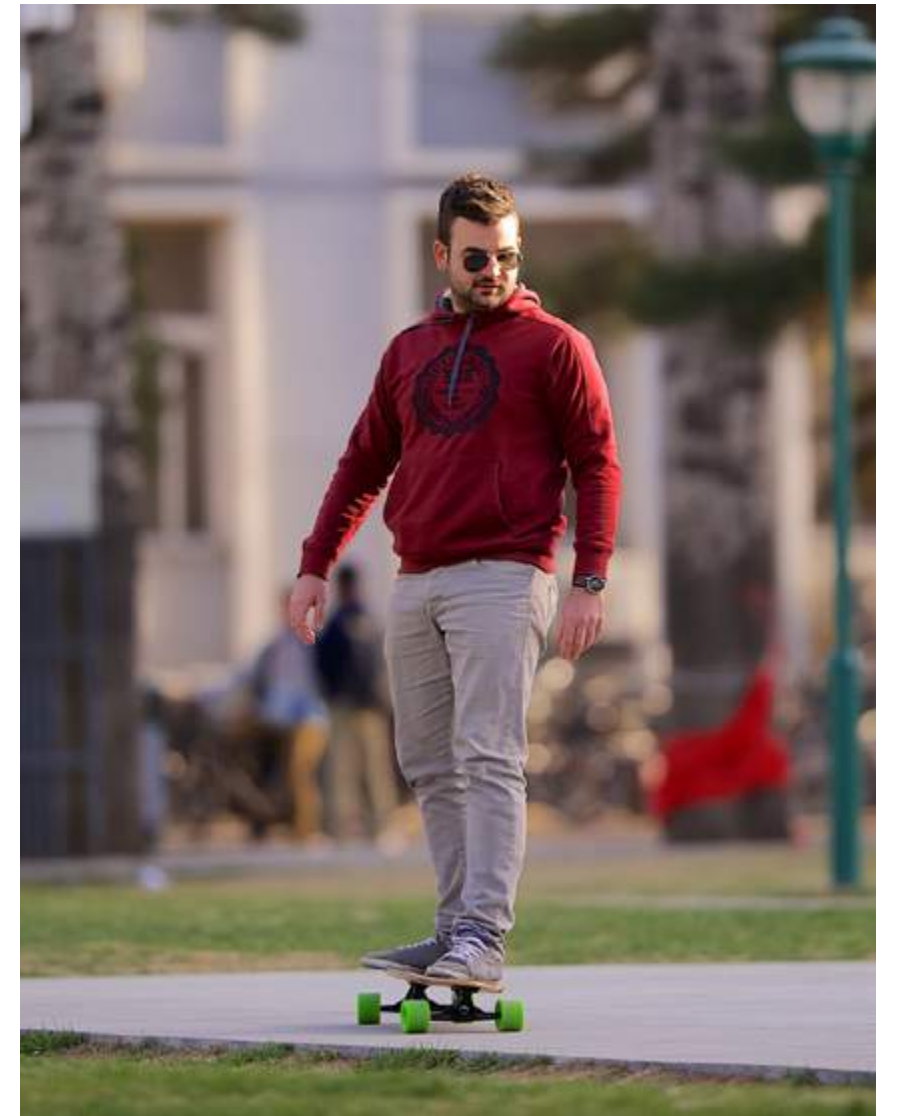


RUC Student Societies



Culture & Exchange

- ⌘ German Culture Association
- ⌘ The Third Rome Association
- ⌘ French Culture Association
- ⌘ Sakura Club
- ⌘ International Development Education Association
- ⌘ Association for China-Republic of Korea Exchange
- ⌘ Association for Cross-Strait Exchange
- ⌘ Model United Nations (MUN)
- ⌘ Hong Kong Students Union





Sports & Fitness

- ⌘ D-play Club
- ⌘ Vigor Dancing Club
- ⌘ Golf Club
- ⌘ Kendo Club
- ⌘ Karate Club
- ⌘ Mochen Chess Club
- ⌘ RUC Association of Yang's Tai Chi
- ⌘ Martial Arts Club
- ⌘ Yoga Club
- ⌘ Swimming Club
- ⌘ Free-man Outdoor Club
- ⌘ Free Dancing Club



Tradition & Art

- ⌘ Shaoxing Opera Association
- ⌘ Di & Xiao Art Association
- ⌘ Haozhong Guqin Association
- ⌘ Wenyuan Han Fu Association
- ⌘ Tea Culture Association
- ⌘ Painting & Calligraphy Association
- ⌘ iSeer Drama Society
- ⌘ iMusic Club
- ⌘ Chinese Classics Study Association
- ⌘ A Dream of Red Mansions Research Association





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