

WP-KL@GlobalLocal

**Our Mission: Developing Outstanding Whole-Person and Global Local Talents
People can Trust and Work with**

**Our Vision: Be Influential MBA globally and locally with
Social Contributions in Business World**

INTERNATIONAL STUDENT EXCHANGE SCHEME INCOMING GUIDE BOOK (2015-2016) INTERNATIONAL DEPARTMENT

Wechat: SHU MBA

Sina Weibo: @SHUMBA

Website: www.shumba.shu.edu.cn



1. Welcome Message from International Department

Welcome to join International Student Exchange Scheme at Master of Business Administration Program at Shanghai University (SHU MBA).

As you seek out which learning experience is best for you, it is important to choose one that meets not only your learning interests but also personal aspirations. We hope that SHU MBA will help you and bring the new thoughts and skills that you learn and how they can broaden your horizons and networks to China.

Since 2004, SHU MBA has been working for “developing outstanding whole-person and global local talents people can trust and work with”. It emphasizes on whole-person (personal and professional) development, global local (global vision with local approach) development, and Know-lligence development (a combination and transfer of knowledge, experience and practical intelligence).

To achieve the whole-person talent development, SHU MBA is one of the first MBAs in mainland China to propose systematically “Knowing-Being-Doing” curricula, bringing personal development (culture, language and humanity) and business outreach on top of professional learning. Meanwhile, the China and its Shanghai’s experience will provide you with new global outlooks which will transfer the knowledge to your global local intelligence for the new global definition in which China and its Shanghai is essential.

Welcome to Shanghai,
Shanghai University, SHU MBA

Ms. Queeni ZHENG

Officer, International Department
Global Local Communication and Public Relations Office
MBA Center, Shanghai University

E-mail: shumba3@oa.shu.edu.cn
Tel: +86 21 5633 2180

Ms. Julia XU

Chief Communication & Public Relations Officer
Global Local Communication and Public Relations Office
MBA Center, Shanghai University

E-mail: juliaxu@shu.edu.cn
Tel: +86 21 5633 9072

Website: www.shumba.shu.edu.cn

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2. Key Contacts

International Department, SHU MBA (for partnered university)	Program Office, SHU MBA (for student)
<p>Ms. Queeni ZHENG International Department Officer Email: shumba3@oa.shu.edu.cn Office Hours: Monday-Friday (09:00-18:00) Tel/Fax: + 86 (21) 5633 2180 <u>(Students' nomination to be sent)</u></p>	<p>Ms. Jieting XING Deputy Chief Program Officer Email: xingjieting@shu.edu.cn Office Hours: Thursday-Monday (09:00-18:00) Tel: + 86 (21) 5633 9072 <u>(Welcome package to be sent by PO)</u></p>
<p>Ms. Julia XU Chief Communication & Public Relations Officer Email: juliaxu@shu.edu.cn Office Hours: Monday-Friday (09:00-18:00) Tel: + 86 (21) 5633 9072</p>	<p>Ms. Sindy AI Chief Program Officer Email: sindy@shucenter.com Office Hours: Thursday-Monday (09:00--18:00) Tel: + 86 (21) 5633 6249</p>

3. Academic Calendar @ SHU MBA

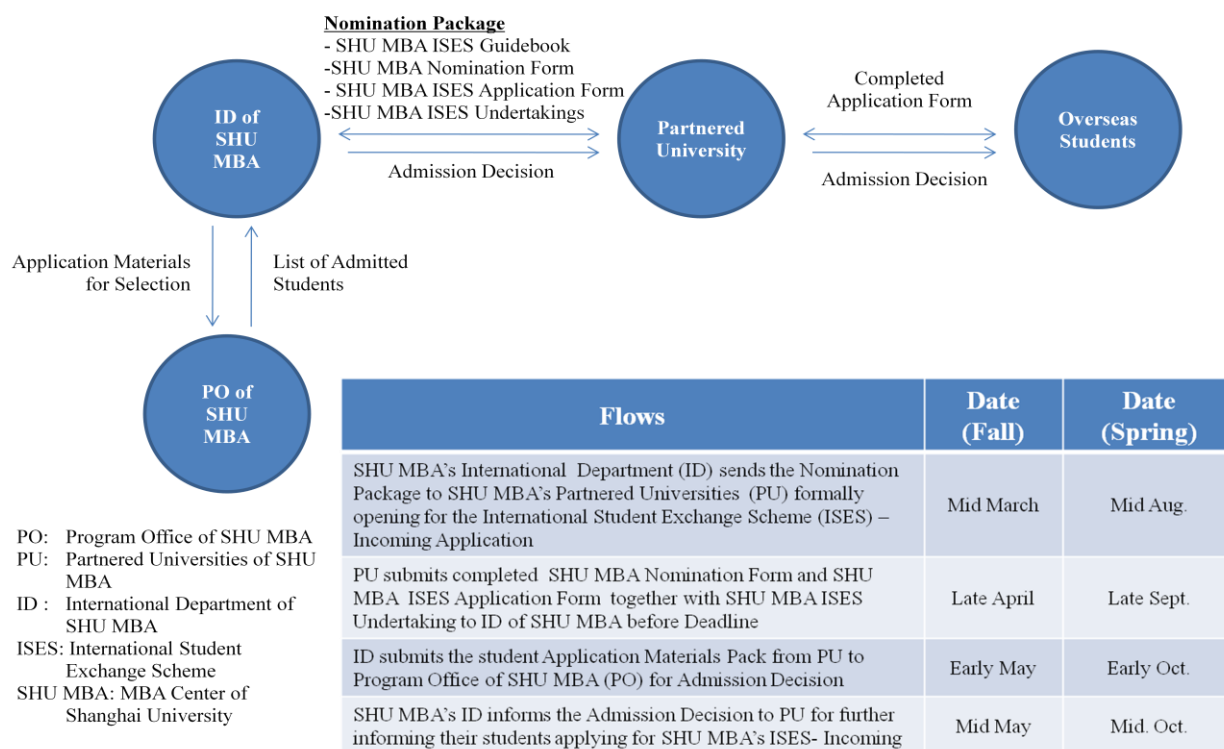
Item	Fall Semester	Spring Semester
Registration/Orientation	September	February
Class Start Date	September	February
End of Semester	January	June

4. Key Time Frame

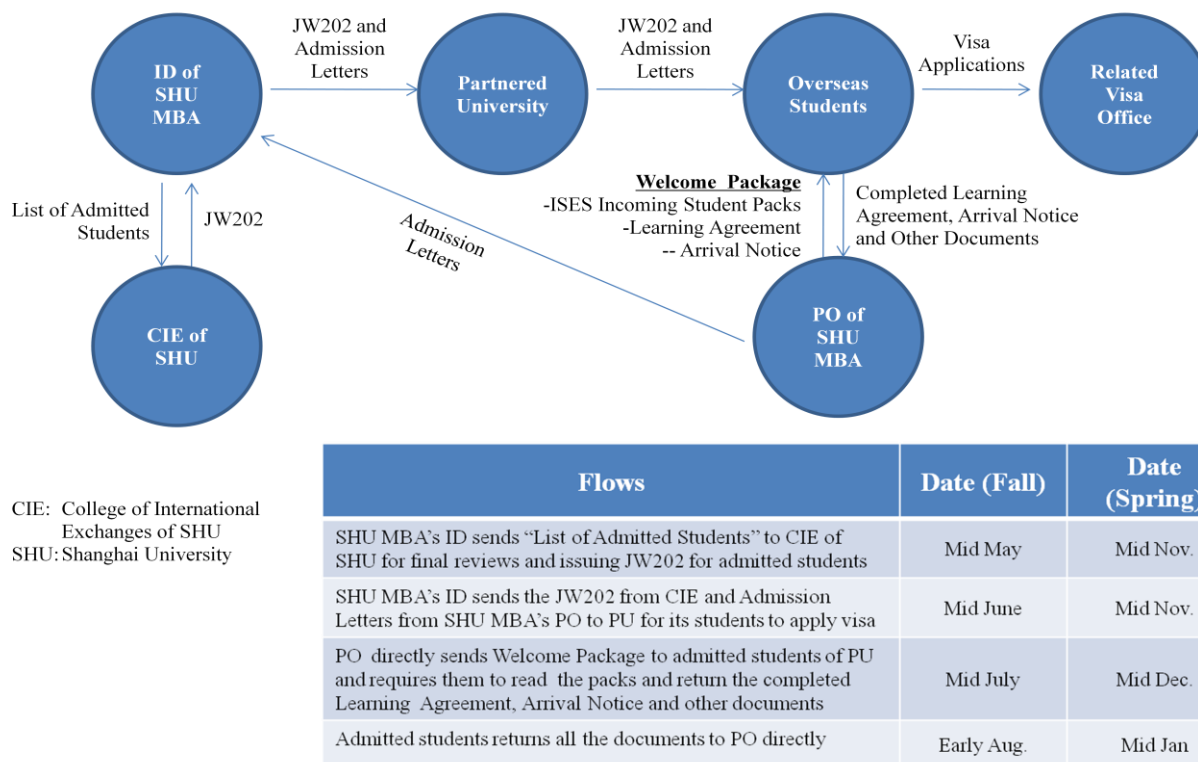
Activities	Autumn Semester	Spring Semester
International Department (ID) (Queenie ZHENG) will send "SHU MBA Nomination Form" to partnered universities.	Mid. Mar.	Mid. Aug.
Deadline for partnered university to send nomination information to SHU MBA.	Mid. Apr.	Mid. Sept.
Deadline for students to submit electronic copies of completed "SHU MBA Nomination Form", "ISES-Incoming Application Forms", "Undertaking" from partnered universities for each candidate.	Late Apr.	Late Sept.
ID sends "Admission Letter", "JW202" to partnered universities.	Mid. June	Mid. Nov.
Registrations and Course Start.	Early Sept.	Early Feb.

5. International Student Exchange Scheme Process (Incoming)

Step 1: Open for Application and Admission Decision

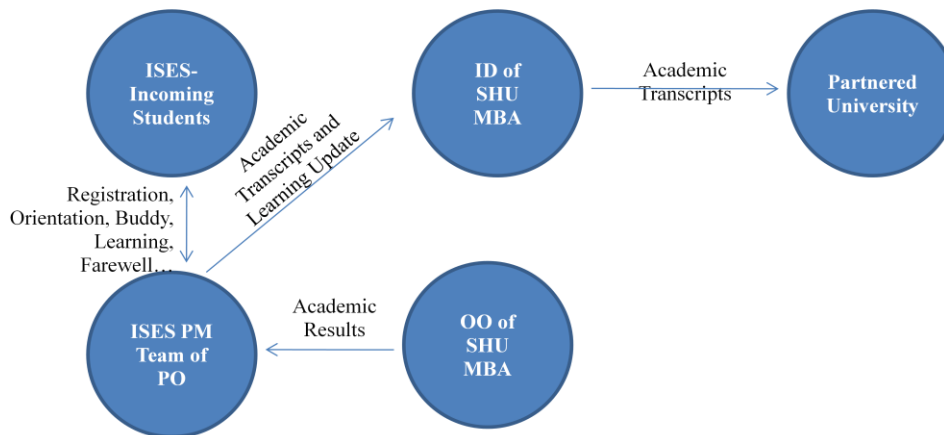


Step 2: Preparation of Visa and Pre-departure



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Step 3: Arrival, Learning and Completion



ISES PM:

Program Management Team of
Program Office of SHU MBA

OO: Operation Office (including
Academic Administration
Department) of SHU MBA

Flows	Date (Fall)	Date (Spring)
Admitted ISES-Incoming students should arrive before registration date to complete the registration, attend orientation and buddy scheme, and other arrangements provided from ISES PM Team of SHU MBA	September	February
ISES-Incoming students attend classes, seminars and activities together with SHU MBA students under the guidance and management of ISES PM Team of SHU MBA's PO	Sept. – Jan.	Feb. -June
The OO of SHU MBA provides academic transcripts of each student to PO which are sent to ID of SHU MBA for PU	Feb.	July

6. Appendix

- 1) Application Form for International Students (from CIE)
- 2) Application Form for ISES- Incoming Students (from SHU MBA)
- 3) ISES-Incoming Undertaking

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上海大学外国学生入学申请表

Application Form for International Students (from CIE)

姓名 Name	英文 in English						照片 Photo (3.5cm×4.5cm)
	中文 in Chinese						
国籍 Nationality		性别 Sex	男 Male <input type="checkbox"/> 女 Female <input type="checkbox"/>	婚姻状况 Marital Status	是 Yes <input type="checkbox"/> 否 No <input type="checkbox"/>		
出生日期 Date of Birth	年月日 YMD	出生地点 Place of Birth	France				
健康状况 Health Status		宗教信仰 Religion		文化程度 Education		职业 Occupation	
护照号码 Passport No.		护照有效期 Valid until	年月日 Y M D				
通讯地址 Mailing Address						电话(TEL): 传真(FAX):	
现有汉语水平 Chinese (Mandarin) Level	初级 Junior 一般 Average 好 Good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			电子信箱 E-mail			
留学类别 Categories of foreign students	语言进修生 Chinese Language Students <input type="checkbox"/> 本科生 Undergraduate <input type="checkbox"/> 普通进修生 General Advanced Students <input type="checkbox"/> 研究生 Postgraduate <input type="checkbox"/>						
学习期限: 自年月日至年月日 Duration: From 20Y MDTo20Y M D				学习专业 Specialty			
上课地点 (语言进修生选择) Campus option (only for language student)				延长校区 <input type="checkbox"/> 宝山校区 <input type="checkbox"/> 两个校区都可以 <input type="checkbox"/> Yanchang Campus Baoshan Campus Either of the two Campuses			

宿舍申请	第一志愿		第二志愿		第三志愿	
On Campus living	1st choice		2nd choice		3rd choice	

重要说明: NOTE:

1. 请选择宿舍并将编号填入以上空格: 延长校区宿舍: 单人间 Y-A 宝山校区宿舍: 单人标准间 X-A 双人标准间 X-B 单人普通间 X-C 双人普通间 X-D. Please fill in your accommodation choice in the above blank: Yanchang Campus: Single room (Y-A); Baoshan Campus: Single standard room(X-A) Two persons standard room(X-B) Single ordinary room(X-C) Two persons ordinary room(X-D)

2. 未填写此栏视为不申请校内住宿。 **Not** fill in any choice, it means you are not applying for an on-campus accommodation.

3. 所有房型信息可以在 www.shu.edu.cn/cie 上查询。 Please refer to www.shu.edu.cn/cie for all the information about accommodation.

申请人保证 I hereby affirm that:

1. 上述各项中所提供的情况是真实无误的。 All the information given in this form is true and correct.

2. 在中国学习期间遵守中国政府的法律和学校的规章制度。 I shall abide by the laws of the Chinese Government and the regulations of the school.

申请人签名日期年月日

Signature _____ Date Y M D

申请人在递送本申请表的同时请递交。 Applicants should submit the following documents with the application form

1. 最后学历证书及学习成绩单。 Photocopies of your diploma and transcripts.

2. 80 美元或 500 元报名费。 Application fee; US \$80 or 500RMB.

3. 护照复印件。 The copy of your passport.

Application Form for ISES- Incoming Students (from SHU MBA)

- All forms **MUST** be filled **electronically** except the signature.
- All signatures **MUST** be **hand-signed**
- All the application materials (including this form) **MUST** be **sent** via email.
- **Neither** fax **nor** post is accepted. Please kindly send all application materials in **PDF format** to shumba3@oa.shu.edu.cn

Photo

(Pix 390*567)

SECTION A – PERSONAL PARTICULARS

Name in English:

Last (surname/family)

First (given)

Nationality:

Highest Degree:

Gender:

Marital Status:

Date of Birth:

____ yy ____ mm ____ dd

Birth Place:

Passport No.:

Valid until: ____ yy ____ mm ____ dd

Home University:

Major of Study:

Tel. (home/office):

Mobile:

Fax:

Email:

Correspondence
Address (post code):

Person to contact in case of an emergency:

Name in English:

Relationship:

Telephone:

Email:

Address

(Post code):

SECTION B – EXCHANGE PERIOD

Please remark your choice with “X”.

Period of Exchange: () 2015FallTerm/ () 2016SpringTerm

Expected Arrival Date to Shanghai:

Expected Departure Date from Shanghai:

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SECTION C – ACCOMMODATION

I will live () On-campus, () Off-campus

Please help to reserve 1 room for me from _____ (m) _____ (d), _____ (yy) to _____ (m) _____ (d), _____ (yy).

Note:

- (1) Shanghai University offers on-campus international students' dormitory for international exchange students during their study in SHU MBA. As the number of rooms available is very limited, please note our institution CANNOT guarantee that all of the exchange students will be granted housing. Our reservation procedure works on a first come first served basis. The dormitory is not guaranteed even you reserved, you need to double confirm with SHU MBA before arrival.
- (2) We strongly recommend all international students live on-campus to experience campus life during the exchange period. If the student lives off-campus, he/she should take care of the related logistics by himself/herself and make a formal declaration. The declaration form will be given once he/she is admitted.

SECTION D – DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION FORM

1. Completed application form required by Shanghai University (the form is attached)
2. Complete and properly signed Declaration Form (the blank Declaration form is attached)
3. Official transcript for proving language proficiency and/or English Language Proficiency Proof from the Home University's official department or professor.
4. Copy of latest transcript(s) and/or degree(s) & diploma(s) (if any) with official stamp
5. Updated Personal Curriculum Vitae
6. Statement of Your Exchange Purposes and your Understanding on China and its society, business and economics, culture and languages(not less than 1500 words)
7. ISES-Incoming Undertaking
8. Course Selection Form
9. Electronic-photo (pix 390*567);
10. Copy of valid passport;
11. Copy of insurance (if covered).

SECTION E –DECLARATION

1. I hereby declare that the information given in this application form and supporting documents mentioned in Section E is true and complete.
2. I have read all the rules and notes of this Application Form and I unconditionally accept all of these.
3. I have fully read SHU MBA's official website (especially the program resource guide) and this SHU MBA ISES-incoming Application Guide. I fully understand and unconditionally agree to follow all academic rules mentioned in the Guide and any other policies/rules/regulations of Shanghai University and its MBA program during my exchange period in Shanghai University's MBA Center.

Signature of Applicant: _____ Date: _____

ISES-Incoming Undertaking

Accommodation:

I fully understand that Shanghai University offers on-campus international students' dormitory for international exchange students. During my study, Shanghai University's MBA Center (SHUMBA) has already strongly recommended me to live on-campus to experience the campus life during the exchange period. I understand and accept the dormitory is not guaranteed even I have been acknowledged for reserved as it is subject to the final availability and possible university's change.

Here below is my intention:

- ☐ So I decide to live in the dormitory and agree to stay there for minimum of 3 months (90days). I understand if I stay shorter than 90days, I will not have the special discount for the fee of staying in dormitory.

But I still decide to live off-campus and have already submitted formal application form to SHU MBA. Hence, I formally declare that I will take care of all logistics related completely, especially deal with the relations with the accommodation agency and my landlord.

Comply with the Local Law:

I have to abide by the laws of the People's Republic of China and other regulations. I shall respect the local morality and cultural practice. I also take the full responsibility to all the risks, my personal injury, and property losses, etc. by myself. Shanghai University and SHU MBA Center will have no legal responsibility for all these losses at all.

Comply with Academic Rules:

I shall attend all the classes of the courses take punctually. I am aware that my attendance record of a course must be at least 75% in order to get the credit for this course. I also understand that any absence during my study in SHU MBA Center, I have to submit a formal written 'Leave' application to SHUMBA center for the final approval. For any longer duration of the absence, I have to get Shanghai University's Graduate Division's approval first.

Other than the above, I fully understand and accept that I must follow all academic rules and regulations of Shanghai University and SHU MBA, before I will be awarded the academic credit and transcript.

Signature: _____ Date: _____

Name of Applicant: _____

Passport Number: _____

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Shanghai University

- **Established in 1922**
- **A member university of the national project 211**
- **A research-intensive and comprehensive university**
- **Faculty and Staff (2013)**
5,300 in total including
11 Academicians, 543 Professors, 924 Associate Professors
- **Students (2013)**
41,600 in total including
24,711 Undergraduates, 10,237 Graduate Students
3,632 International Students, 12,685 Associate-Degree Students
- **Rankings (Among 1129 universities in China)**
20th Research funding
30th Publication
20th Patents
17th International Students
20th Chinese university and 91st Asian university by QS

SHU MBA

Shanghai University's **Global Management Education Institute and MBA Center (SHU MBA)** established a unique "SHU MBA Model". This "SHU MBA Model" originates its educational mission of **"To develop outstanding whole-person and Global Local talents people can trust and work with"**.

To enhance the mission, SHU MBA's programs have the comment uniqueness of

- (1) "Whole-Person Development" education;
- (2) "Global Local" all English teaching education;
- (3) "Know-Iligence" (transfer knowledge into intelligence) education.

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VISION, MISSION, UNIQUENESS

Our Vision

Be Influential MBA globally and locally with social contributions in Business World

Our Mission

To Develop Outstanding Whole-Person and Global Local Talents People can Trust and Work with

Our Uniqueness

- Whole-Person Education
- Global Local Education (English Delivered)
- Know-lligence (Transfer Knowledge into Intelligence) Education

SHU MBA Rankings

National

Forbes China 2014	Top 12
Tencent 2012	Top 10
Team 6 at National MBA Evaluation for 5th and 6th batches of MBA in China (the National MBA Education Steering Committee, 2009)	First Place

Global

CNN Expansion2014	Top 72
America Economia 2014	Top 13

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STUDENT PROFILE (2014 INTAKE)

Average Working:	8 Years	Female	38.26%
Average Age:	31 Years	Male	61.74%

Employer

Private Enterprise	25.22%
Foreign & Joint /Foreign-invested Enterprise	57.39%
State-owned Enterprise	15.65%

Industry

Industrial Production & Service	26.96%
IT/Telecom/Communication/Electronics	18.26%
Energy/Chemical Industry	8.69%
Retail/Trade	6.96%
Automobile	6.09%
Finance/Insurance	5.22%
Consumer Products and Service	5.22%
Medical	3.48%
Consultancy	1.74%
Education/Training	1.74%
Others	17.39%

Function

Production/Operations	25.20%
Sales Management	13.91%
Project management	8.70%
IT	8.70%
General Management	6.96%
Marketing	6.09%
Human Resource	5.22%
Finance/Accounting/Auditing	3.48%
Consulting	1.74%
Others	20.00%

Alumni Profile

42%	Employed by Global 500 Enterprises
50%	Percentage of salary increase for 2013 graduates
200%	Percentage of salary increase three years after graduation

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