

# Exchange Fact Sheet for Graduate Students

2022-2023

Peking University Guanghua School of Management



**Mailing Address:** Room 511, Guanghua School of Management, Building #2  
 Peking University (Main Campus)  
 5 Yiheyuan Rd.  
 Haidian District, Beijing 100871  
 P. R. China

**Websites:** Guanghua School of Management: [www.gsm.pku.edu.cn](http://www.gsm.pku.edu.cn)  
 Guanghua's International Exchange Program: <http://exchange.gsm.pku.edu.cn>  
 Peking University: [www.pku.edu.cn](http://www.pku.edu.cn)  
 PKU International Relations Office: <http://www.oir.pku.edu.cn/home.htm>

**Key Contacts:**

**Student Exchange Program Team**

Inbound Students	Outbound Students	Partnership and Exchange Balance
Sherry Gai (Ms) Program Assistant +86 10 6274 7005 <a href="mailto:sherrygai@gsm.pku.edu.cn">sherrygai@gsm.pku.edu.cn</a>	Mark Song (Mr) Program Manager +86 10 6274 7121 <a href="mailto:aobosong@gsm.pku.edu.cn">aobosong@gsm.pku.edu.cn</a>	Venus Li (Ms) Senior Manager +86 10 6274 7007 <a href="mailto:venus.li@gsm.pku.edu.cn">venus.li@gsm.pku.edu.cn</a>

**Office Management Team**

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**MBA Majors:**

Accounting and Corporate Financial Management  
 Finance  
 Marketing  
 Organizational Behavior and Human Resources Management  
 Strategy and International Business Management  
 Decision-Making and Information Management

**Language of Instruction:** Both English-taught and Chinese-taught courses are offered; please see the course list for specific availability.

**Course List:** [https://en.gsm.pku.edu.cn/exchange/Incoming\\_Exchange/Academics.htm](https://en.gsm.pku.edu.cn/exchange/Incoming_Exchange/Academics.htm)

Please check the website for updates posted in March (for upcoming Fall courses) and September (for upcoming Spring courses).

**Language Requirement:** Students must be proficient *either* in Chinese *or* English.

**Language Courses:** A three-credit course "Business Chinese" is available to all international students at no charge.

Please note that students will be required to pay tuition for any courses taken outside of the Guanghua School of Management.

**Full-time Workload:** Courses offered at Guanghua are worth 2 or 3 credits, with each credit equivalent to 15 contact hours. Exchange students are required to take a minimum of 4 credits up to a maximum of 18 credits per semester.

**Grading:** The Guanghua School of Management adopts a percentage grading system for all of its courses.

Letter Grade	Percentage	GPA	Explanation
A+	95-100	4.0	Outstanding
A			
A-	90-94	3.7	
B+	85-89	3.3	Good
B	80-84	3.0	
B-	77-79	2.7	
C+	73-76	2.3	Satisfactory
C	70-72	2.0	
C-	67-69	1.7	
D+	63-66	1.3	Met Minimum Requirements
D	60-62	1.0	
F	0-59	0	Fail
EX		N/A	Exempt
IP		N/A	Incomplete
I		N/A	Incomplete
P		N/A	Pass
NP		N/A	Not Pass
W		N/A	Withdrawal

**Exams:** For the Fall semester, most English-taught MBA courses will conclude by Dec. 24, though a few courses will run until mid-January. All Chinese-taught courses continue until mid-January.

Classes in Spring are split across two time periods. Courses scheduled during the first half of the semester will be held from mid-February until the end of April. Courses scheduled for the second half of the semester will start in early May and end in early July.



### EXCHANGE PROGRAM DEADLINES

	Fall Semester / Academic Year Exchange	Spring Semester Exchange
<b>Nomination Period</b>	February 15 to April 15	July 15 to September 15
<b>Student Application Deadlines</b>	First Round of Applications: April 30 Second Round of Applications: May 30	October 30

### NOMINATION

\* Due to policies outside of our control, graduate students who are P.R. China passport holders cannot be admitted to Guanghua's exchange program.

\* All partners are kindly requested to nominate students through our nomination portal; portal login information has been provided to each partner university's program coordinator for outgoing exchange. The nomination portal can be accessed at:

<http://exchange.gsm.pku.edu.cn/nomination/web/login.html>

### APPLICATION PROCESS & MATERIALS

#### STEP ONE: APPLY ONLINE

- PKU Online Application**
  - Application for graduate students holding an international passport: <http://www.studyatpku.com>
  - Graduate students holding a Hong Kong, Macau, or Taiwan passport must fill out a hard copy application form which is available by request to [ocid@gsm.pku.edu.cn](mailto:ocid@gsm.pku.edu.cn)
- Guanghua Online Application:** <http://exchange.gsm.pku.edu.cn/nomination/student/login.html>

#### STEP TWO: MAIL A COMPLETE SET OF MATERIALS TO OUR OFFICE

##### Your materials must include:

- Printed PKU application form
- Resume
- Copy of your highest completed degree (for Master's students ONLY)
- Official academic transcript (an unofficial transcript will NOT be accepted)
- Official nomination letter from the exchange office of your home university
- A copy of the photo page of your valid passport (if your passport will expire before the end of your exchange program, please submit a copy of your current passport and inform us that you will be applying for a new passport)
- One passport-sized photo, attached to the application form
- One-page letter of motivation highlighting your academic and personal goals for your exchange

Detailed information is available on our website: <http://exchange.gsm.pku.edu.cn/>.

The submitted materials must be original documents or notarized copies in either Chinese or English. Any missing documents may result in a delay processing your admission.

### Academic Calendar (2022-2023)

<u>Fall 2022</u>	<b>Registration: Sept. 5-9, 2022 (Exchange students will have a separate registration date, and we will notify students accordingly)</b> <b>Classes Start: Sept. 5, 2021</b> <b>Exam Week (for courses taught in Chinese): December 26, 2021- January 8, 2022</b> <b>Holidays:</b> <b>PKU Sports Day: Sept. 24, 2022</b> <b>Mid-Autumn Day: Sept. 10&amp;12, 2022</b> <b>National Day: Oct. 1-7, 2022</b> <b>New Year's Day: Jan. 1, 2022</b> <b>Winter Break and Spring Festival: Jan. 9-Feb. 16, 2022</b>
<u>Spring 2023</u>	<b>Registration and Start of Classes: Feb. 20-24, 2023 (Exchange students will have a separate registration date, and we will notify students accordingly)</b> <b>Exam Week: June 12-25, 2023</b> <b>Holidays:</b> <b>PKU Sports Day: April 21-23, 2023</b> <b>Labor Day: May 1, 2023</b> <b>PKU Anniversary: May 4, 2022</b> <b>May Break: May 1-5, 2022</b> <b>Summer Vacation Begins: June 26, 2023</b>



**Short-term Program:**

Doing Business in China (DBIC)

*In some instances, tuition can be partially waived for students from exchange partner schools.*

We offer a 2-week (or 4-week) intensive "Doing Business in China" Program (DBIC) for undergraduate and postgraduate/MBA students. The program is taught in either English or Chinese and aims to provide participants the opportunity to understand the Chinese institutional, business and cultural environments across different regions through visits to Guanghua's Beijing, Xi'an, Shanghai, or Chengdu campuses.

**Highlights:**

- ◆ Three-credit or six-credit courses and seminars on China-specific issues
- ◆ Firsthand learning experience from visits to leading companies
- ◆ Rich extracurricular cultural events and sightseeing
- ◆ In-depth exploration of Beijing and Xi'an, Shanghai, or Chengdu

Program Dates for 2022 are still on pending.

**Course Offerings:**

- Economic and Political Environment in China
- Chinese Organizational Culture and HR Management
- Marketing in China
- Multinational Companies' Strategy in China
- AI and Economy

Further updates and program information are available at <http://dbic.gsm.pku.edu.cn..>



**BEIJING**



**SHANGHAI**



**XI'AN**



**CHENGDU**

**Living Accommodations:**

We are unable to make arrangements for on-campus living accommodations due to overwhelming demand and limited capacity. Our exchange students must arrange their own off-campus accommodations. GISA (Guanghua International Students Association) and the Office of International Relations will offer information on housing options.

*Off-campus housing generally ranges from US\$450 – 650 per month for a single room in a two-bedroom / three-bedroom apartment.*

**Living Expenses:**

Depending on your living situation and your personal spending habits, non-housing expenditures typically average US\$350 – 450 per month.

**Health Insurance:** All international passport holders are required to buy health insurance through Peking University on the day of registration. The insurance costs approximately RMB 400 per semester (subject to change).

**Hong Kong, Macau, and Taiwan passport holders are required to buy travel insurance on their own.**

**Visa:** International passport holders who are planning to stay longer than 3 months are required to obtain a visa to enter and study in China. The visa application process for international passport holders is listed below; a different process with different documentation is required for students from Hong Kong, Macau, or Taiwan.

- Step 1: Submit a program application to Peking University and the Guanghua School of Management
- Step 2: Application approved and admissions documents sent to the address on file
- Step 3: Apply for a X1-visa / X2-visa at a local Chinese Embassy or Consulate using your admissions documents, a process which usually takes around 2 weeks.

**Travel visa (L-visa) is NOT acceptable.**

**Facilities:** State-of-the-art library services, computer facilities, cafés, on-campus restaurants, student organizations, bookstores, and gyms are available.

**Student Services:** **GISA (Guanghua International Students Association)**  
We have a buddy program run through GISA where students from similar programs are matched with incoming exchange students during their period of study. The buddy serves as a resource and guide for the exchange student. GISA can be contacted at [gisa@gsm.pku.edu.cn](mailto:gisa@gsm.pku.edu.cn)

**Career Services:**

A number of career resources will be available to exchange students during their stay. These include access to all company presentations organized at Guanghua, employer contact database listings, job postings, and on-campus job descriptions. Additional services include appointments with staff members/career advisors, optional participation in career service seminars and information sessions. Students also have opportunities to join job fairs and networking events and sign up for mock interviews and resume clinics. The Career Development Centre is located in Room 108 at Guanghua. More information is available on their website: <http://en.gsm.pku.edu.cn/cdc/index.htm>.

**Exchange Coordination Services:**

Guanghua Office of Global Affairs manages exchange student services.

**Visa Issues:**

For transferring or extending your visa, please contact the PKU International Students Division in the New Sun Student Centre, Room 333.  
Phone: +86 10 6275 1230; 6275 1012 | Email: [study@pku.edu.cn](mailto:study@pku.edu.cn)

