

## Frequently Asked Questions

Updated: May 10, 2022

FISS 2022 will be online and the students attending the program will not come to Fudan campus. Please read all instructions and guidelines available in FAQ.

All the time information in this FAQ is **Beijing Time**.

### Before Application

#### **When will the summer session be in 2022?**

It will be during July 04-July 29, 2022. The courses will start on July 04 and end on July 29. The orientation will be on July 02 via ZOOM. The transcript and certificate will be sent to you or your coordinator around mid-Aug, 2022.

#### **What courses will be provided?**

We will provide 18 content courses at the undergraduate level and the Chinese language course at two levels. Please note that the Chinese language course is for foreign passport holders only.

#### **How many courses can I choose?**

You can choose 1-3 content courses with up to 6 credits, and the language course is optional and for foreign passport holders only. Each student should choose at least 1 content course and pass it. Those who fail all courses or do not earn any credits from the content courses will not receive the attendance certificate or the transcript.

#### **How many credits is each course?**

At Fudan University, one credit hour's teaching is 45 minutes. Most content courses are 2 credits totaling 36 credit hours.

The *there exceptions*:

- “Diversity of the Healthcare Service in Shanghai”, which is a 1-credit course providing 18 credit hours teaching over the first two weeks.
- “International Finance: Markets and Policies”, which is a 3-credit course providing 48 credit hours.
- *Language courses*: Elementary, Intermediate and Advanced Chinese will be 2 credits each totaling 40 credit hours.

Please note that the Chinese language course is for foreign passport holders only.

Foreign students interested in the Chinese Language Course will not enroll in the language course online. You will receive a questionnaire about your Chinese proficiency together with your admission notice. Fill it out and the teaching team will allocate you into different levels of courses accordingly. After the first session of course, you can contact us if you think the course level is not a good fit for you.

#### **How many hours' work does 1 credit at Fudan entail?**

At Fudan, one credit means 18 credit hours' teaching, with each credit hour being 45 minutes.

**Can I choose more than 1 course from the same module?**

It is possible. Just make sure that the courses you want to take do not have overlapping teaching slots. You need to take a look at the course schedule to find out more information.

**How can the credits be transferred back to my university?**

Please consult your home university coordinator about the credit transfer. It will be up to the student's home university to decide how and how many credits can be transferred.

Please download the course syllabus from the FISS website and contact the academic office concerned for pre-approval. We would be glad to help if the academic office needs further information directly from us.

**Will Fudan issue the transcript for the summer session?**

Yes, after you pass your courses you will have the official transcript of Fudan University. We will send the transcript and certificate to you or your coordinator after the session ends. Please update us if there is any change to your contact information.

**Where can I download the syllabi?**

[https://iss.fudan.edu.cn/Courses\\_Credits/Content\\_Courses.htm](https://iss.fudan.edu.cn/Courses_Credits/Content_Courses.htm).

## **Cost of the Program**

**Does the tuition include accommodation?**

No. The tuition only covers the courses of the session. And as FISS 2022 will be online there will be no accommodation issue.

**I wonder whether there is any scholarship that I can apply for ?**

If you are a college student from 23 countries in North America, including the United States, Canada, Mexico, Costa Rica, etc. (based on nationality and please consult the list of specific countries by email), you can apply for the Shanghai Summer School Scholarship which offers a waiver of the application fee and tuition for FISS 2022.

If you're eligible, please submit your application for this scholarship here: <https://www.wjx.cn/vj/ebcy4kU.aspx>

Or as a student of Fudan's partner you can come as an exchange student with a tuition waiver if your university agrees to nominate you.

If you are not eligible for either of the above, please contact the Chinese embassy or consulate at your end to see whether there is any financial support available for international students interested in such short programs in China.

## **The Application Processes**

**How do I apply for the summer session?**

If you are a Chinese citizen from Chinese mainland, Hong Kong, Macau or Taiwan, please register at <http://register.fudan.edu.cn/>. More instructions about how to complete the application process can be found on the official website as follows:

[https://iss.fudan.edu.cn/Application\\_Admission/Eligibility\\_Applicati](https://iss.fudan.edu.cn/Application_Admission/Eligibility_Applicati)

on\_Process.htm

If you are a foreigner please apply at <http://admission.iso.fudan.edu.cn/> with the following documents:

1. Your photo
2. A copy of your passport's information page. Please note that the name in the online application should be exactly the same as the name on your passport.
3. Your transcript of academic records
4. Certificate of your enrollment status at your home university
5. Certificate of your English skills, if applicable. Native speakers of English or students taking English-taught programs are exempt from the language requirement.
6. Application code, which is **359196 for self-support students**. Exchange students with a tuition waiver and self-support students have different application codes in the online system. Exchange students do not need to pay the application fee while the self-support students do. But if an exchange student uses the wrong code and pays the application fee, it is regrettably not refundable.

We may require further application documents if the circumstances justify it.

**I have dual nationalities holding a foreign (non-Chinese) passport and the Hong Kong/Macau passport. Should I apply as an international student or a Chinese student?**

If you have the Mainland Travel Permit for Hong Kong and Macao Residents, please apply as a Chinese student with this ID document. If not, please apply as an international student with your non-Chinese passport. In any case, please do not use your Hong Kong or Macau passport.

**What is the deadline for application? Will it be fine if I apply just before the system closes?**

The application deadline is June 15, 2022. We recommend you apply as early as possible, so that you can enroll in courses earlier. The course enrollment system will open in May, for which you will need the student number. However, the student numbers will be issued in three batches with the first batch coming out by mid-May, the second around late May, and the last in June.

**I want to do the online application as soon as possible. But my passport will expire soon. What should I do?**

Please wait for the new passport before you submit the application. If it is close to the application deadline, please submit the application with your old passport first, and then email us a copy of the new passport later.

**The system doesn't allow me to submit my application. What should I do?**

Please make sure that you upload your photo in the specified jpg format with the right size.

Please also make sure that you upload a copy of your passport, your transcript, and certificate of university enrollment. Remember if you do not submit your application online we will not be able to review your application. From past experience, IE works for the uploading job if you use windows and Opera works for MacBooks.

### **Anything that I should mind when I fill in the online application for foreign students?**

Yes.

1. Please upload a head-and-shoulders photo that has the reasonable definition;
2. The fields marked with \* must be filled in;
3. Please fill in your full name as it appears on your passport;
4. Don't forget to upload a copy of your passport;
5. A transcript of your academic records is required too;
6. The last document to be uploaded is your certificate of enrollment at your home university.

### **I am not a native speaker of English. Do I have to provide some proof of my English proficiency?**

If you are taking your current program in English, you do not have to provide any proof of your language skills. If you are not, you are advised to provide a proof, which can be a TOFLE or IELTS score, or an assessment from your English teacher that you can follow courses in English.

### **I have submitted the application online. What should I do next?**

Please wait for the update in the email. The process works like this: After we review your application, we will decide whether to accept you or not. If you are accepted, you will receive an email notice.

### **When will I get my student number to enroll in courses online?**

You will need the student number to enroll in courses online, which starts in May. The timeline is as follows:

- If you apply before April 10, 2022, your student number will be sent to you around mid-May. If you apply on Apr. 10-May 15, your student number will be sent to you around the end of May. If you apply from May 16-June 15, you will have your student number around the end of June.
- There will be 3 batches of student numbers in total. When each batch is issued by the Academic Affairs Office of Fudan, the students of the same batch will get the number in the email.

### **When will I get my admission documents?**

FISS 2022 will be online and therefore you will not get physical admission letters. We will email you the admission letter when we accept you.

## **Course Enrollment and Tuition Payment**

### **What is the username and password to log in at the Fudan course enrollment, payment and eLearning websites?**

The username is your Fudan student number while the password is the "fDu+last 6 digits of your registered ID number", usually passport or Chinese ID number (if it contains any letter, please substitute with 0-zero).

You should log-in with the same username and password at <http://xk.fudan.edu.cn/> for course enrollment, [elearning.fudan.edu.cn](http://elearning.fudan.edu.cn) for

program announcements and course documents, and [payment.fudan.edu.cn](http://payment.fudan.edu.cn) for tuition payment.

**How can I enroll in the courses?**

Please visit <http://xk.fudan.edu.cn/>, log-in and input the course code to find each course. We will email you the instructions when your student number is issued.

Please note that courses may be cancelled if there are fewer than 5 students enrolled. Students will be notified about course cancellation before July 06, 2022.

**Where can I find the course codes?**

You can find the course codes at the course page of the FISS website.

**When is the deadline to enroll in and drop the courses?**

The deadline to enroll in and drop courses is **5 pm, July 06, 2022**, Beijing time.

Make sure you check your enrollment before the system closes, because if you have enrolled in one course by mistake and are not aware of it, then you will get an F on your transcript.

On the other hand, if you think you are enrolled in a course but you actually are not, you won't get the grade even if you complete all the assessment.

Please reconfirm your enrollment status with the course's TA before the system closes. Kindly note that eLearning is not the official platform of course enrollment. Even if your name is on the eLearning site of a course, it does not necessarily mean you are enrolled in the course.

[http://xk.fudan.edu.cn/en\\_xk/login.action](http://xk.fudan.edu.cn/en_xk/login.action) is the only course enrollment platform where you can ensure your course enrollment status.

**I am interested in two courses but in the enrollment system there is time conflict between them. Can I still have the two courses?**

No. If there is time conflict you can only choose one of them.

**The course I want is already full in the system. Can you increase the capacity?**

The enrollment period will end on July 06, and during the whole period students are free to add or drop courses. It is possible that some students will drop the course and so you can register.

We will also keep a close eye on the number of students enrolled in each course. We may discuss with the professors the possibility of increasing the capacity of some courses, but there is no guarantee that the professors will agree.

**What can I do to drop a course after the enrollment system closes?**

You won't be able to add or drop courses after the system closes. If you fail to complete the course(s) that you have enrolled in, or if you are not able to take the final exam of the course(s), your grade for the course(s) will be F and shown on the transcript. If you fail all courses you're enrolled in, then no certificate or the transcript will be issued.

### **What if I fail a course?**

If you fail a course an F will appear on your transcript. And if you don't get any credits from the content courses, i.e. if you take no content courses or fail all your content courses, you will not be able to get the attendance certificate of the summer session. There will be no make-up exams.

### **How can I pay the tuition fee?**

If you are a self-paying student, please wait for the email reminding you to pay and go to [payment.fudan.edu.cn](http://payment.fudan.edu.cn) to make the payment before June 30, 2022. Please note that paying with an international credit card will incur a surcharge of 3%. After you log in, you can pay with a credit card, a debit card, Alipay or WeChat pay.

### **When is the deadline to pay the tuition fee?**

The deadline for tuition payment is June 30, 2022.

## **WeChat**

### **What is the WeChat group for?**

WeChat is a daily must in China. We use it to communicate, keep in touch, share experiences with friends, and pay for purchases or services. There is a group chat for every one of the summer session because we want to reach you in a fast and efficient way. We will post the announcements in WeChat, eLearning, FISS website and they will also go to your email. If you have questions that you believe others also have, you can ask them in the group chat. If you have personal questions you can add the staff or TAs as friends and have a private discussion. When you see useful information posted on WeChat, you can "Add to Favorites" so that you can retrieve it later.

### **How do I set up my WeChat account?**

Please download the app and register according to the instructions. Our advice is you set a password you will be able to remember when registering your WeChat account and link your WeChat account to your email.

## **Registration**

### **Will there be an orientation before the program starts?**

There will be an online orientation on July 02 (Saturday, 10:00 am -11:30 am, Beijing Time). And considering time differences, the orientation will be recorded and played again via Zoom in the evening of July 02, at 20:00 Beijing Time. It is required that all students attend this orientation. More information will be sent later via email and WeChat.

## **Courses and Transcript**

### **When will classes start?**

Classes will start on July 4 and end on July 29. You can check your grades online around Aug 10. The official transcripts will be sent to your

coordinator or yourself around mid-Aug.

**What time do classes start every day?**

Morning content classes are 8:55-11:35 am. (Except for “International Finance: Markets and Policies”, which is 8:55 am-12:30 pm)

Afternoon content classes are 3:50- 6:20 pm. (Except for “Introduction to AI-Probabilistic Reasoning and Decision Making”, which is 2:00 am-4:35 pm)

Evening content classes are 7:00-9:35 pm.

Chinese language courses are 2:00-3:40 pm. Considering different time zones, extra slots of Chinese language course may be arranged.

Please note that the schedule in the course enrollment system is not 100% correct as it lists the teaching schedule of regular semesters and can't be changed to the summer session schedule.

**What is the attendance policy?**

Please note that three unexcused absences in a course will lead to an automatic failure (F as your final grade). If you are 15 minutes late for a class without prior permission, it will be considered as an unexcused absence. Unexcused absence means that you do not show up in a class without any prior notification. Therefore, please ask for permission from the course instructor if you have to miss a class for a good reason.

Please consult your course instructor about whether and how permitted absences will affect your final grade. However, you are not allowed to be absent for more than one third of the whole course (both unexcused and permitted included). Otherwise, you're not qualified to take part in the final exam.

For online courses, all students are required to turn on the camera and show your faces throughout each session. If not, it will be considered absence.

In addition, each instructor also has his/her own attendance policy. They will talk about course requirements and policies in the first class. Please take good note of them.

**What's the grading system like at Fudan?**

At Fudan, students get A, A-, B+, B, B-, C+, C, C-, D, and F.

F means failure. The number of students getting A or A- does not exceed 30% of the whole class.

**Where can I check my grade of courses taken?**

The online grade checking instructions will be posted on eLearning in mid-August.

**When can I get the program certificate and course transcript?**

The certificate and transcript will be sent around mid-Aug, 2022. If you prefer, or if you have been nominated by your university, your transcript and certificate will be sent to your coordinator.

**Will the FISS office send me my transcript?**

If you are nominated by your home university, the FISS office will send your transcript to your home university coordinator. For other students if the coordinator's address is given, we can send your free transcript to your home university too. Please note that if you fail all courses you won't get the transcript or the certificate.

**Can I have a soft copy of my course transcript?**

Only hard copies will be provided.

**Can I apply for an extra copy of the transcript?**

If you want an extra copy for yourself, or if you want more copies, please sign up at that time and pay the fee by the deadline. More details will be sent out via eLearning or email at the end of July 2022.

## **Course Delivery**

**Are all courses online? Is there a possibility to meet the instructors face-to-face?**

Please note that for FISS 2022, all courses of this program will be delivered online.

**Even if FISS 2022 is online, can I still come to Fudan campus and access the library resources because I am in Shanghai?**

Since FISS 2022 will be online, the students will not get Fudan student ID cards and therefore will not be able to enter the campus or the libraries of the university. We hope you will understand that this has been decided in consideration of the university's Covid-19 control measures.

**Will there be recorded videos available after class?**

All classes will be online live, and no recorded videos will be provided after class. However, course materials will be uploaded and shared in Fudan's eLearning Platform (see below) before and after class per course instructor's arrangements.

**What are the learning platforms and tools used for this program?**

Zoom, WeChat and Fudan's eLearning Platform will be used for this program. All courses will be delivered live via Zoom. We will set up group chat for each course via WeChat to connect you with teaching assistants, classmates and program staff. So please download and familiarize yourself with these softwares/apps in advance.

Fudan's eLearning Platform is where you will download course materials (slides, lecture notes, etc.), upload assignments, take quizzes, etc. We will email you the login information for eLearning later.

**What is the proper way to raise a question in classes online?**



1. You may try the hands-up function.
2. Send your questions in the chat box of Zoom. Our teaching assistant will view the chat box regularly and remind the teacher to answer them.
3. Ask your teaching assistant after class in the WeChat group.
4. Email the course instructor directly.

**\*\* Please kindly note that all the information in this FAQ may be subject to change. The program office reserves the right to make adjustments.**