

常见问题解答

Q&A for Inbound Students

1、我能否申请赴山东大学的交换生项目？

Can I apply for an exchange program at Shandong University (SDU)?

来自友好学校且符合我校交换项目申请资格的学生，经友好学校提名后方可进行申请。

When officially nominated by a partner university, students can apply to SDU for an exchange program.

2、如何进行申请？

How to apply?

交换生应通过**网上申请系统**进行申请，无需邮寄或邮件发送申请材料。

网上申请网址：<http://www.apply.sdu.edu.cn/>

Exchange students should apply through the SDU online application system. There is no need to mail or e-mail application materials.

Online application portal: <http://www.apply.sdu.edu.cn/>

3、为什么我的申请被自动归到国际教育学院？

Why is my application automatically assigned to College of International Education?

在申请填写阶段，所有的交换项目都设置在我校的“国际教育学院”。收到申请后，学校会根据交换生提交的学习计划为其分配专业和学院。

All exchange programs are under the College of International Education in the first stage. After an initial review, SDU will assign majors based on your study plan. Make sure you put effort and time into your study plan.

4、提交网上申请后，我需要做什么？

What do I need to do after submitting an online application?

申请截止后，山东大学国际事务部（港澳台事务办公室）将对申请材料进行初审，根据初审结果将材料转至接收学院审核或驳回不符合要求的申请，同学们应及时查收邮件。如申请被驳回，应根据审核意见尽快修改、完善后再次提交申请。

You should check your email frequently. The Department of International Affairs of Shandong University (Office for Hong Kong, Macao and Taiwan Affairs) will conduct a preliminary review of the application materials and then transfer them to the school or college for further review. Applications that are incomplete or do not meet admission requirements will be returned or refused. If a student's application is returned, please revise or/and improve, based on our feedback.

5、什么时候可以知道录取结果？

When will I know the admission result?

学生可随时登录网申系统查阅审核结果。原则上，山东大学将尽可能接收友好学校推荐的学生，但各接收学院保留最终录取/拒绝权。录取文件通常在6月中下旬（秋季入学）或12月中下旬（春季入学）邮寄至派出学校的国际处/承办单位。

Students can log in to the online application system to check results at any time. After the initial review, your applications will be sent to a receiving college/school and they will make final decision on your admission. Admission documents will be sent through postage in mid-to-late June (fall intake) or mid-to-late December (spring intake) to the International Office of your university.

6、如何申请校内住宿？

How to apply for on-campus accommodation?

学生可在收到录取通知书后网上申请校内住宿。

网址为：<http://www.apply.sdu.edu.cn/>

Students can apply for on-campus accommodation online after receiving admission documents.

Online application portal: <http://www.apply.sdu.edu.cn/>

7、我能不能住在校外？

Can I live off campus?

我们强烈建议学生住在校内宿舍。若学生希望在校外住宿，可通过中介租房，待确定住所后需向山东大学报备地址。

We strongly advise exchange students to live on-campus. However, if students do wish to live off-campus, they can find a local agency to rent an apartment. They should inform SDU about their residence locations.

8、山东大学是否提供接机/站服务？

Does Shandong University provide airport / station pick-up service?

我们将为在注册日抵达的交换生提供免费接机/站服务，具体安排请参考行前信息。

We will offer free pick-up service for exchange students arriving on registration days as is stated on the admission notice. Before registration, we will send pre-arrival information via email, please check to confirm the date.

9、山东大学在哪？

Where is Shandong University located?

山东大学在山东省济南市、青岛市、威海市均设有校区。

Shandong University is located in Shandong Province and has campuses in Jinan, Qingdao, and Weihai.

10、交换生的校内宿舍在哪？

Can all campuses of Shandong University accommodate exchange students?

交换生校内住宿目前安排在中心校区留学生公寓、趵突泉校区留学生公寓以及青岛校区的凤凰居。

Only International Student Apartments in Central Campus (Jinan), Baotuquan Campus (Jinan) and Qingdao Campus can accommodate exchange students.

11、我应该在什么时间段进行选课？

When should exchange students select courses?

交换生须在开学前两周进行选课，本科层次的交换生请根据所在学院

的通知选课，研究生层次的交换生应主动联系所在学院的研究生秘书进行选课。未选课学生不能获得成绩，请大家按时选课。由于每学期开学前两周为所有学生的退/补选课时间，望交换生同学谨慎选课。

All exchange students must select courses during the first two weeks at the start of each semester. Undergraduate-level exchange students will be notified when to register courses. Graduate-level exchange students should take the initiative and contact their school or college's Secretary of Graduate Affairs. Students who do not select courses in a timely manner cannot obtain credits. After the deadline, course selection cannot be altered.

12、交换生是否有选课限制？

Are there restrictions on course selection for exchange students?

允许交换生跨专业、跨年级、跨校区选课。除已签署专门协议的项目，我校的医学和口腔专业不接收交换生。我校在济南有 6 个校区，所以学生在跨学院选课时应特别注意上课地点，做出合理安排。

学分转化等具体要求应咨询派出学校。本科交换生通常选修 3-5 门学分为 2 分或 3 分的课程。没有最低课程数量限制，但每学期最多可选 6 门课。研究生应至少修读 1 门研究生课程，或在山东大学教师的指导下开展研究。

Exchange students are allowed to select courses across majors, schools or colleges and campuses. Programs of Medicine and Dentistry are not open to exchange students unless there is a specific student mobility agreement.

Since there are six campuses in Jinan, students should pay special attention to locations of classes and may have to make arrangements when choosing courses.

Please consult with your home university regarding requirements for course selection and credit transfer. Undergraduate-level exchange students usually take three to five courses per semester (courses of two to three credits). There is no mandatory number of courses but six is the maximum per semester. Graduate-level exchange students have to take a minimum of one postgraduate course or do research under the guidance of a Shandong University supervisor.

13、交换期间我需要缴纳哪些费用？

What fees do I need to pay during the exchange?

根据学生交换协议，交换生在山东大学的学费将被豁免，但保险费、住宿费、生活费等费用须由交换生自行承担。

Conform the student exchange agreements, only tuition fees will be waived by SDU.

14、什么时候可以收到成绩单？

When will I receive the transcripts?

成绩单通常在 3 月中旬（秋季入学）或 9 月中旬（春季入学）寄往派出大学的国际处/学生派出承办部门。

Official transcripts are usually sent by post in mid-March for the fall

semester and mid-September for the spring semester to the students' Outbound Coordinator.

15、是否可以提前结业或者延长交换期限？

Can I shorten or extend the exchange period?

原则上最长交换时间不超过一学年，如要延期或缩短交换时间，请先咨询派出学校。相关事宜须由派出学校国际处/承办单位与山东大学国际事务部（港澳台事务办公室）进行协商。

In principle, the longest exchange time should not exceed one academic year. If you want to extend or shorten the exchange period, please consult your home university. Related matters shall be negotiated between SDU and your home university.

16、在山东大学交换期间，是否允许同时选修派出学校的网上课程？

During the exchange period at Shandong University, is it allowed to take online courses of home university at the same time?

原则上允许。

In principle, dual registration is allowed.

17、咨询 Contact Info

邮箱 E-mail: incoming@sdu.edu.cn

电话 Tel: +86-531-88364853