

Academic Guidelines for Chinese Language Students (Programs A&B)

Dept. of Chinese Programs (Office 123) Tel: 021-62373507

1、 Class Change

- Student can apply for class change on the first Thursday and Friday of the initial week of classes.
- Changing into lower level class needs the permission of Office 123. Changing into higher level class requires students to pass the upgrading test (test time: first Thursday and Friday of the semester). The Program B cannot change into the Program A.
- Student can start in the new class only with the Class Change Permission Slip.

3、 Textbooks and CDs

- Students can go to office 123 to buy the textbooks and CDs with his/her Student ID Card.

4、 Certificate of Enrollment

- Students can go to office 123 to receive the certificate of enrollment with his/her Student Card.

5、 Attendance

- Students should contact their instructors if they will miss classes for excused reasons less than one week. All absence requests and excuses more than one week must be discussed with Academic coordinator in office 123. Doctor's note is required for the absence due to sickness.
- Three sickness or excused absence will be considered two unexcused absences. Three late or early drops respectively less than 15 minutes will be considered one unexcused absence. Arriving more than 15 minutes late or leaving more than 15 minutes early will be considered an unexcused absence.
- Attendance Warning for the 6th & 10th week. Those who are absent 1/3 of total contact hours will be expelled from the school and their residence permits (study) will be cancelled.
- Students whose absence rate is higher than 1/3 of total hours will be disqualified for final exam.
- Students who are warned more than twice (including twice) or absence rate of major course is higher than 80% (including 80%) will be rejected to apply for the next semester.

2、 Schooling Suspension & Drop-out

- Students who are unable to continue their study must finish the suspension or drop-out procedure in office 123.
- The deadline of the suspension is the 8th week. Students must show the relevant evidences from the doctor or company. And he/she must inform the office 123 if he/she will continue studying or not before next semester.
- Half of tuition will be refunded to students who ask for withdrawing from the school within the first week. There is no refund for student who asks for withdrawal since the second week of the semester. Student who has already dropped-out can not be allowed to come back to school in the same semester.
- School will finish the suspension or drop-out procedure according to *Regulations on Visa and Residence Permit for International Students*.

6、 Scholarship & Rewards

- The scholarship can offset part of tuition cost of the next semester.
- The university offers awards as follows:
- ① Excellent Student:
Scholarship of 1000 Yuan/person;
Prizes and certificates
 - ② Learning Progress Prize:
Scholarship of 500 Yuan/person;
Prizes and certificates
- Excellent Class: Certificate; A prize for each student.

7、 Completion

- Students can get the Completion Certificate if he/she fits in all of following conditions:
 - Attendance rate is higher than 2/3 of total contact hours.
 - Final Examination is a must.
 - All the courses have been passed.
- Students can get the Completion Certificate at the Completion Ceremony.