Academic Guidelines for Chinese Language Students （Program A）

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

1、Class Change

- Student can apply for class change on Thursday and Friday of the first week of classes or after the first two month exams.
- Changing into lower level class needs the permission of your head teacher and the office 123. Changing into higher level needs the permission of your head teacher (the grade of the major course of month exam over 90), then needs to pass the upgrading test at office 123.Class change in the same level is not permitted.
- Student can start in the new class only with the Class Change Permission Slip.

2、Proof of Enrollment

- Students requesting for a “Proof of Enrollment” should go to Office 123 beforehand and pick it up on Wednesday or Thursday.

3、Regulation on Examination

- Be punctual. No supplementary examination for personal reasons.

4、School Suspension & Drop-out

- Students unable to continue study must apply for suspension or drop-out in office 123. The deadline of suspension is the 8th week. Students must show proof from the doctor or company. And he/she must inform office 123 if he/she continue study or not before next semester. The tuition remained can only be used for the same program next semester. Suspension and changing programs will not be accepted after designated dates (including one-to-one study).
- 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.*
- Students who has paid for next semester are supposed to register on time. Those who fail to register within one month from enrollment day will be automatically regarded as giving up the study and won't be allowed to join the current semester any more, and tuition won't be returned.

5、Attendance

- Students should contact their teachers if they ask leave for personal reasons less than one week. Absence more than one week must be discussed with Academic coordinator in office 123. Doctor’s note is required for the absence due to sickness.
- Absence of sickness or excused for 3 times will be considered as two unexcused absences. Three late or early drops respectively less than 15 minutes will be considered as 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 6^{th} & 10^{th} 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.

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.
- Scholarships to CSC, SGS, Confucius Institute, exchange students (whose tuition fee has been exempted) can't be used as cash.

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.
-- Pass the final examination is a must.
-- All the courses have been passed.

- Students can get the Completion Certificate at the Completion Ceremony.