

Academic Guidelines for Chinese Language Students (Program A)

1. Class Change

- Student can apply for class change on Wednesday and Thursday 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.
- Only one chance to change class and could not return to your original class.
- Change the class after the month exam, your original exam grades have no valid in new class.
- Student can start in the new class only with the Class Change Permission Slip.

2. Proof of Enrollment

- Students requesting a "Proof of Enrollment" should go to Office 123 to request it and pick it up on Wednesday or Thursday.

3. Regulation on Examination

- Be punctual. There is no supplementary examination for personal reasons.
- Strictly observe examination discipline.

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 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).
- Students who applied for suspension but didn't register within one month from enrollment day will be automatically regarded as giving up the study and no tuition will be refunded.
- Half of one's tuition will be refunded to students who withdraw 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 cannot 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*.

5. Attendance

- You could apply for taking less than 3 days to your teacher, exceeding 3 days, you should fill in the leave application form in office 123.
- Acceptable leave application: visa application, marriage or death/serious illness of immediate family members (grandparents, parents, children, grandchildren, spouse, brothers and sisters, father in law, mother in law.), attending the activities arranged by the university. The total amount of personal leave shall not exceed 20 class hours otherwise regarding as absenteeism.
- Doctor's note is required for the absence due to sickness. The total amount of sick leave shall not exceed 20 class hours otherwise regarding as absenteeism.
- Approved illness and personal leave are not considered as absenteeism. 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.
- On the 12th.Oct, 5th.Nov, 23th.Nov. Students who have been absent 1/3 of class hours will be expelled from the school. Office 123 will inform the attendance warning each month, students who have received the attendance warning (including the one received in previous semesters) twice (including twice) will be expelled from the school. X2 visa or Residence Permit (study) will be cancelled by the school synchronously.
- Students whose absence rate is higher than 1/3 of total hours will be disqualified for final exam.

6. Discipline

- Students who break the laws or disciplines (e.g. drug abuse and drug trafficking, fighting, theft, etc.) will be expelled from the school.
- Students who seriously affect the teaching order, life order and management order in public places, as well as damage the legitimate rights and interests of other individuals and organizations, causing serious consequences, will be expelled from the school.
- Students who affect the normal education and teaching order, the life order and the management order in public places, and are complained by teachers or students, will receive the warning at the first time, and will be declined for continuing study when receiving the warning at the second time. These behaviors are included but are not limited to:
 - ✧ Disturb the teaching order, interfere with teachers' normal teaching work without listening to the dissuasion (e.g. make phone calls in the classroom freely, enter and leave the classroom freely, shut the door loudly, play mobile phones, chat in class, etc.).
 - ✧ Insulting verbal threats to teachers and students, or physical contact with other teachers and students without permission.
 - ✧ Damage the public property and cause the loss of less than CNY 200
 - ✧ Cheat in exam
 - ✧ Copy other's homework
 - ✧ Smoke in the non-smoking area.

7. Scholarship & Rewards

- The scholarship can offset part of tuition cost of the next semester, and will get prizes and certificates.
The university offers awards as follows:
 - ✧ Excellent Student Award: CNY1200/person
 - ✧ Progress Award: CNY 600/person
- 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.

8. 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.

The Chinese version shall prevail and the other language translation is for your reference only.