

REGISTRATION GUIDELINE FOR CHINESE LANGUAGE STUDY

INTERNATIONAL ASIAN STUDIES PROGRAMME (IASP)

Chinese Language training is offered by the Yale-China Chinese Language Centre (CLC). Please study this guideline before you enroll. Then, fill in and return the attached Language Background Record (Attachment 1.1) by the deadline as stated on the Checklist enclosed in the IASP acceptance package.

A. COURSE SELECTION

- (i) Most IASP undergraduate exchange students are entitled to a maximum of 6 units of Chinese language course per school term (Putonghua and Cantonese inclusive) offered through CLC, without extra charge. Thus 6-credit programme in Attachment 2 is the only programme applicable to this group of students. Partner Universities who are having special programme agreement with CUHK on extra Chinese language study credits/ quota are shown in this web link: www.cuhk.edu.hk/oal/study_at_cuhk/intending_students/clc_units.htm. Students who are not sure about their entitlement can refer to the site.
- (ii) Programme levels and courses offered can be found in Attachment 2.
- (iii) IASP students can take either 6-credit programme or 3-credit programme according to the number of credits of Chinese language provisions they are entitled to.
- (iv) For those (a) who are not entitled to 6 units of approved Chinese language training (e.g. postgraduate exchange programmes) or (b) students who want to study more than the entitled units, please contact CLC and IASP office. Please note that these students are required to pay the tuition fee for the additional courses. The rate for 2012-2013 is HK\$4,410 per three units (one course) per term.
- (v) Students are also advised to get consent from their home university first if they intend to study more Chinese language units than the prescribed one.

B. REGISTRATION PROCEDURE

Before coming to Hong Kong

- (i) Students should be clear about how many Chinese language units they are entitled to study in a school term. Additional units are possible with extra fee. (See A.iv)
- (ii) Fill in the Language Background Record and return to IASP office. If possible, try to complete the online placement in CLC website at www.cuhk.edu.hk/clc/placement.htm and send the result by email to CLC. This facilitates CLC teachers to plan their course ahead to avoid overload during the start of a term.
- (iii) Teacher will give feedback to students and recommend one to take certain course.
- (iv) Students register courses using IASP's online pre-registration system. Exact link will be informed by IASP in due course. Students should make sure the registered courses do not exceed the prescribed entitlement unless it is agreed by the home schools concerned and/ or with extra payment.

After arriving Hong Kong

- (i) During IASP orientation, visit CLC office for placement in person if needed (beginners are exempted).
- (ii) Add/ drop is only allowed within the prescribed period (2 weeks after course starts). NO late add/ drop will be entertained.

C. SELECTION CRITERIA

- (i) CLC tries her best to accommodate all students with their preferred courses. Yet, courses do have quota especially when classroom and teacher workload/ availability are concerned. In that case, CLC will admit students on the following basis (1) Whether the students have completed the Language Background Record and return duly. (2) First-come-first-serve.
- (ii) If a student has missed out any procedure above, he/ she can still be admitted to a course provided that space is still available.
- (iii) If a student has completed certain procedure and finally want to leave the course, he/ she can do so as long as it is done before the prescribed add/ drop period.

D. CORRESPONDENCE

	<i>General enquiry</i>	<i>Chinese language course academic related enquiry</i>
Address:	International Asian Studies Programme Office of Academic Links Lady Ho Tung Hall The Chinese University of Hong Kong Shatin New Territories Hong Kong	University Programme Division, Chinese Language Centre Leung Kau Kui Building The Chinese University of Hong Kong Shatin New Territories Hong Kong
Tel:	3943 7597	3943 8224
Fax:	2603 5402	2603 5004
Email:	iasp@cuhk.edu.hk	clc_upd@cuhk.edu.hk
Web-site:	www.cuhk.edu.hk/oal	www.cuhk.edu.hk/clc

E. ATTACHMENTS

1. Language Background Record and Student Regulations.
2. CLC Language Programmes for the IASP Students.

For course description, please download from www.cuhk.edu.hk/clc/ias.htm.

香港中文大學雅禮中國語文研習所

Attachment 1.1

YALE-CHINA CHINESE LANGUAGE CENTRE
THE CHINESE UNIVERSITY OF HONG KONG

Address : Shatin, N.T., Hong Kong, SAR Homepage : www.cuhk.edu.hk/clc
E-mail : clcp_upd@cuhk.edu.hk Phone : (852) 3943 8224 ; Fax : (852) 2603 5004

PHOTO

LANGUAGE BACKGROUND RECORD FOR IASP STUDENTS

1. Full Name _____ Chinese Characters _____
Surname (In block letters) First Middle (If applicable)

2. Nationality _____ 3. Sex _____ 4. Date of Birth _____

5. Home Institution and address _____

E-mail: _____ Phone: _____ Fax: _____
(IN BLOCK LETTER)

6. Permanent home address _____

E-mail: _____ Phone: _____ Fax: _____
(IN BLOCK LETTER)

7. Language: Mother tongue (language used at home) _____

8. Programme intended (Use ✓) : Putonghua Cantonese

NOTE: If you are not a beginner, please 1) complete the placement test at website <http://www.cuhk.edu.hk/clc/placement.htm>; 2) e-mail this language background record together with placement documents in advance to clcp_upd@cuhk.edu.hk.

9. Check type of programme you belong

A: Chinese Language Training for IASP students (Note: Beginner/Intermediate – 6 credit hours/wk; Advanced – 6 credit hours/wk.)

B: Chinese Language Training for JAS students (Note: 12 credit hours/wk.)

NOTE: For course descriptions, please visit our website at www.cuhk.edu.hk/clc/ias.htm.

10. Language background (please ✓ the appropriate space)

Courses of Chinese language taken: none elementary intermediate advanced

School of study: _____ Period of study: from _____ to _____

Total hours: less than 100 100-200 200-400 more than 500

Type of characters studied: simplified traditional both

Approximate number of characters you know: less than 300 300-500 more than 500

11. Speaking proficiency in Chinese (including dialects): please use 0 to 5 to indicate your proficiency (5 = high; 0 = none)

Putonghua Proficiency: _____

Cantonese _____

(Note: If you are not sure about your proficiency, please contact Yale-China Chinese Language Centre at clcp_upd@cuhk.edu.hk.)

Signature of applicant _____

Date _____

(Please fill out all the information & send it back with required documents)

香港中文大學雅禮中國語文研習所

YALE-CHINA CHINESE LANGUAGE CENTRE
THE CHINESE UNIVERSITY OF HONG KONG

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E-mail : clc_upd@cuhk.edu.hk

Homepage : www.cuhk.edu.hk/clc
Phone : (852) 3943 8224 ; Fax : (852) 2603 5004

Regulations for IASP Students

- (1) Students shall observe all rules and regulations as stipulated by the University and the Centre.
- (2) Application for course withdrawals and/or additional course selections shall be made to the Division Head within the first two weeks of the term. No late add/ drop will be allowed.
- (3) Students who (a) study exceeding the prescribed Chinese language course entitlement, or (b) without Chinese language course entitlement, are required to pay the tuition fee for the selected units. No refund is allowed after enrolment.
- (4) A student shall attend classes, tests and examinations and complete the work as assigned by the teachers of the courses in which he/she has enrolled.
- (5) A student who cannot attend classes because of medical or other reasons shall, prior to the absence, complete a Leave Application Form indicating the exact date/s of his/her absence and give the completed form to the Coordinator/Division Head. If this is not possible, a student shall complete the Leave Application Form within two days after returning to school and give the completed form to the Coordinator/Division Head. Serious absence will affect the student's grade.
- (6) A student who wishes to obtain a leave of absence for more than 9 sessions for non-medical reasons shall make a request in writing of the Division Head beforehand, stating the reasons for which leave of absence is sought.
- (7) The loss of any borrowed materials or tapes must be reported to the Centre's General Office immediately. A charge will be levied on any lost or unreturned material.

By my signature below I signify that I understand and accept the regulations of the Chinese Language Centre as stated above.

Signature: _____ Name: _____ Date: _____
(in Block Letters)

** Please return one signed copy of the “Regulations for IASP Students” together with the completed “Language Background Record for IASP Students”. You are recommended to print an extra copy of “Regulations for IASP Students” for your retention and future reference.