

## **REGISTRATION GUIDELINES FOR CHINESE LANGUAGE STUDY**

### **INTERNATIONAL ASIAN STUDIES PROGRAMME (IASP)**

Chinese language training is offered by the Yale-China Chinese Language Centre (CLC). Please look over the following guidelines before you enrol. Then, complete the Online Language Background Record and Online Placement 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 academic term (Putonghua and Cantonese inclusive) offered through CLC, without extra charge. CLC offers a 6-credit programme in [Putonghua](#) or [Cantonese](#) (2 courses that complement each other, 3 units each) every term. It is recommended that students sign up for the 6-credit programme. Partner universities who have special programme agreements with CUHK on extra Chinese language study credits/quotas are shown in the following link:  
[http://www.oal.cuhk.edu.hk/files/incoming/entitlement\\_of\\_chinese\\_language\\_course\\_units.pdf](http://www.oal.cuhk.edu.hk/files/incoming/entitlement_of_chinese_language_course_units.pdf).
- (ii) Programme levels and courses offered can be found at:  
<http://www.cuhk.edu.hk/clc/ias>
- (iii) 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 the IASP office. Please note that these students are required to pay the tuition fee for the additional courses. The rate for 2021-2022 is HK\$5,580 per three units (one course) per term.
- (iv) Students are also advised to get consent from their home university first if they intend to study more Chinese language units than the prescribed ones.

#### **B. REGISTRATION PROCEDURE**

##### Before coming to Hong Kong

- (i) Complete the Online Language Background Record and Online Placement:  
<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=9713515>  
This will help CLC offer enough courses for each level to meet all students' needs. CLC will give feedback to students after they take the placement tests and recommend appropriate courses.
- (ii) Students register for courses using IASP's online pre-registration system. The exact link will be sent by IASP in due course. Students should make sure the registered courses do not exceed the entitled units unless it has been approved by the home university concerned and/or with extra payment.

### After arriving in Hong Kong

- (i) During the IASP orientation, you can visit CLC's office in person if you have any questions regarding the suggested placement from your online placement test (beginners are exempted).
- (ii) Add/drop is only allowed within the add/drop period (2 weeks after courses start). Late add/drop requests are usually not approved, unless there are special circumstances.

### **C. SELECTION CRITERIA**

- (i) CLC tries its best to accommodate all students with their preferred courses. However, all courses have quotas, especially when classrooms and teacher availability are concerned. CLC will admit students on a first-come-first-served basis.
- (ii) For students who miss out on any procedure above, he/she can still be admitted to a course if space is still available.
- (iii) For students who complete the enrolment procedures but want to drop a course, he/she will need to submit an add/drop form to CLC during the 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 (i-Centre) 1/F., Yasumoto International Academic Park The Chinese University of Hong Kong Shatin, N.T. Hong Kong SAR	University Programme Section Chinese Language Centre LG9, Leung Kau Kui Building The Chinese University of Hong Kong Shatin, N.T. Hong Kong SAR
Tel:	3943 7597	3943 8224
Fax:	2603 5402	3942 0989
Email:	<a href="mailto:iasp@cuhk.edu.hk">iasp@cuhk.edu.hk</a>	<a href="mailto:clc_upd@cuhk.edu.hk">clc_upd@cuhk.edu.hk</a>
Web-site:	<a href="http://www.oal.cuhk.edu.hk">http://www.oal.cuhk.edu.hk</a>	<a href="http://www.ycclc.cuhk.edu.hk">http://www.ycclc.cuhk.edu.hk</a>

For a course description on each course, please download from:

<http://www.cuhk.edu.hk/clc/ias>