

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, complete the online language background form

(https://docs.google.com/forms/d/13g1b0WjfQzBrB9oyjR6neHaANPkqez7_YfTPvH5b2o) 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 [Putonghua](#) or [Cantonese](#) 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: http://www.oal.cuhk.edu.hk/files/incoming/Entitlement_of_Chinese_Language_Course_Units.pdf. Students who are not sure about their entitlement can refer to the site.
- (ii) Programme levels and courses offered can be found in <http://www.cuhk.edu.hk/clc/ias.htm>.
- (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 2016-2017 is HK\$4,770 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) Complete the Online Language Background Record at https://docs.google.com/forms/d/13g1b0WjfQzBrB9oyjR6neHaANPkqez7_YfTPvH5b2o. If possible, try to complete the online placement in CLC website at <http://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 Online 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 (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:	iasp@cuhk.edu.hk	clc_upd@cuhk.edu.hk
Web-site:	http://www.oal.cuhk.edu.hk/	www.cuhk.edu.hk/clc

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