

# Academic Regulations

## 1. Major and Program Duration

- (1). According to the Catalog of Majors for Undergraduate Students issued by the Ministry of Education of China in October 2012, the College of Chinese Language offers two majors for undergraduate students since 2013, including Chinese Language (programs of Chinese Language, International Economy & Trade, Chinese & English, Chinese & Japanese, Korean-Chinese Translation, Japanese-Chinese Translation) and Teaching Chinese to Speakers of Other Languages (integrating old programs of Chinese Language Teaching and Chinese Language & Culture). The new catalog will apply to junior students from 2013 and students entering the junior year during 2011 and 2012 follow the old catalog.
- (2). All programs have a duration of four years and students are admitted in both fall and spring semesters. If there are not enough applicants for a program, the program will be closed for the semester (if the time of elective courses conflicts with compulsory courses, the priority should be given to compulsory courses).

## 2. Credits and Weekly Class Hours

- (1). The university diploma of non-bilingual programs requires a minimum of 144 credits. The B. A. degree requires additional 8 credits for thesis work.
- (2). The university diploma of Chinese-English/Chinese-Japanese program requires a minimum of 160 credits. The B. A. degree requires additional 8 credits for thesis work.
- (3). Class hours per week and required credits per year:

		1 <sup>st</sup> semester (hours per week)		2 <sup>nd</sup> semester (hours per week)			Credits per year
		Chinese	English /Japanese	Chinese	English/Japanese	Thesis	
<b>Freshman</b>	Non-bilingual	20		20			40
	Chinese & English	20	2	20	2		44

	Chinese & Japanese	20	2	20	2		44
<b>Sophomore</b>	Non-bilingual	20		20			40
	Chinese & English	16	6	16	6		44
	Chinese & Japanese	16	6	16	6		44
<b>Junior</b>	Non-bilingual	20		20+2 (language practice)			42
	Chinese & English	16	6	16+2 (language practice)	6		46
	Chinese & Japanese	16	6	16+2 (language practice)	6		46
<b>Senior</b>	Non-bilingual	18		6 (4)		8	32
	Chinese & English	14	6	6 (4)	2	8	36
	Chinese & Japanese	16	4	6 (4)	2	8	36

Note: (1) Students are placed in the appropriate level of classes based on their HSK levels and placement test grades (up to 2nd semester sophomore year). Students meeting credit requirements of each level are eligible for graduation, but transcripts of the skipped semesters are not provided; in order to obtain the missing transcripts, students may either sit exams or take classes to make up credits required and fees must be paid.

(2). It is the student's responsibility to keep informed the credits obtained and make up credits on time if the credit requirement cannot be met. Otherwise, the graduation may be affected.

### 3. Selecting, changing and dropping courses

(1). Students are placed in the appropriate level of classes based on their HSK levels and placement test grades; for students of Chinese & English and Chinese & Japanese programs, the Chinese and English/Japanese classes should be at the same level.

(2). Courses of freshman year are selected by the Office of Teaching Affairs. Students of other levels select courses online according to the credit requirement. Textbooks are

distributed by printed attendance tickets. Attendance tickets are collected on the first day of class.

(3). The newly-elected elective courses can be changed and dropped within the first week of the semester. The attendance ticket is required to change or drop a course and the textbook must be returned. The time cannot be changed for the same courses.

(4). It requires a minimum number of 15 to open a class. Note that a class may be closed or combined with other classes.

#### 4. Attendance

(1). Attendances are recorded since the first day of classes.

(2). Absences are marked if a student is more than five minutes late. Three absences less than 5 minutes late are counted as one absence.

(3). The College of Chinese Languages Studies uses self-service attendance recording system. Sick leave and personal leave are recorded as unexcused absences. Students are supposed to schedule time for classes. Students who reach the maximum number of absences are not allowed to sit final exams. If students is absent for more than consecutive 10 days in consequence of force majeure incidents, he should report to the Office of Teaching Affairs for approval of leave; absences are not allowed during the final week; students will be counted as suspending school if absent for more than one month.

<b>Hours per week</b>	10	6	4	3	2
<b>Maximum number of absences</b>	36	22	14	11	7

(The maximum number of absences for Advanced Comprehensive Chinese in 2nd semester of senior year is 10.)

(4). Teachers may request students who disturb the class to leave the classroom and absence is recorded.

(5). Students get a 0 if not qualified for final exams, and make-up exams are not allowed.

#### 5. Grading

- (1). The final grade is based on class standing (30% or 40%) and final examination grade (70% or 60%). Class standing is determined by the regularity of attendance, class performance, the quality of classroom assessment and personal integrity and public morality in respecting the university Honor Code.
- (2). It requires 60 to pass in a percentage grading system; pass-fail courses will count in the selection of honor students.
- (3). There are make-up examinations for compulsory courses while no make-up examinations for elective courses. Only pass-fail options are available for make-up examinations. Students obtain credits for the course if passing the make-up examination.

## **6 Academic Credit Policies**

- (1). Going up to the next level

### Freshman year

- a. 20 credits are required for the 1st semester of freshman year. Students with 16 compulsory course credits (10 for Chinese & English/Japanese) and a passing grade for Elementary Comprehensive Chinese go up to the next level. Credits can be made up next semester.
- b. 20 credits are required for the 2nd semester of freshman year. Students with 16 credits (18 for Chinese & English/Japanese) and a passing grade for Elementary Comprehensive Chinese go up to the next level. Credits can be made up in the 1st semester of sophomore year.
- c. 40 credits are required for the freshman year. Students with 34 credits (38 for Chinese & English/Japanese) and passing grades for Elementary Comprehensive Chinese of both semesters go up to sophomore level. Credits must be made up in the 1st semester of sophomore year otherwise students cannot go up to the next level.

### Sophomore year

- a. 20 credits are required for the 1st semester of sophomore year. Students with 14 credits (16 for Chinese & English/Japanese) go up to the 2nd semester of sophomore year. Credits can be made up in the 2nd semester of sophomore year.
- b. 20 credits are required for the 2nd semester of sophomore year. Students with 14 credits (16 for Chinese & English/Japanese and adequate English/Japanese course credits for freshman year) and a passing grade for Intermediate Comprehensive Chinese go up to the 1st semester of Junior year. Credits can be made up in the 1st semester of junior year.
- c. 40 credits are required for the sophomore year. Students with 34 credits (38 for Chinese & English/Japanese and adequate English/Japanese course credits for freshman year) and

passing grades for Intermediate Comprehensive Chinese of both semesters go up to junior level. Credits must be made up in the 1st semester of Junior year otherwise students cannot go up to the next level.

#### Junior year

- a. 20 credits are required for the 1st semester of junior year. Students with 14 credits (16 for Chinese & English/Japanese) go up to the 2nd semester of junior year. Credits can be made up in the 2nd semester of junior year.
- b. 20 credits are required for the 2nd semester of junior year. Students with 14 credits (16 for Chinese & English/Japanese) and passing grades for Intermediate Comprehensive Chinese/ Comprehensive Business Chinese of both semesters go up to the 1st semester of Senior year. Credits can be made up in the 1st semester of Senior year.
- c. 40 credits are required for the junior year. Students with 34 credits (38 for Chinese & English/Japanese) and passing grades for Intermediate Comprehensive Chinese of both semesters go up to senior level. Credits must be made up in the 1st semester of senior year otherwise students cannot go up to the next level.

(From September 2014 on 2 extra credits for language practice are required for the 2nd semester of junior year.)

#### Senior year

- a. 18 credits are required for the 1st semester of senior year. Students with 14 credits (16 for Chinese & English/Japanese) a passing grade for Advanced Comprehensive Chinese/Comprehensive Business Chinese go up to the 2nd semester of senior year. Credits can be made up in the 2nd semester of senior year.
- b. Credits hour requirement must be met to receive the university diploma (please refer to part 2: Credits and Weekly Class Hours) and to be qualified for thesis defense by the end of 2nd semester of senior year.
- c. Students who successfully defend their thesis will be awarded a B. A. degree. If the student fails the thesis defense, only two make-up chances will be offered. Students who rewrite and successfully defend their thesis will be awarded a B. A. degree.

#### (2). Repeating a year

Student who is not qualified for the next level must repeat a year. Previous credits are retained and credits must be made up. The student can retake courses of the same level or

take 4 maximum elective credits of the next level. Only the higher grade of the same course will be valid. The same level cannot be repeated more than three times.

(3). credit make-up or extra credits

- a. Credit system applied in the College of Chinese Language Studies allows students to take extra courses to make up credits or accumulate credits.
- b. Credit hours registered excessive of required weekly hours are considered extra credit hours. Students are required to submit applications for such courses.
- c. Extra credit hours are limited to courses of the same level or the elective courses of the next level. Extra courses can be no more than 4 credit hours.
- d. The credits of elective courses are not allowed to make up the credits of compulsory courses; the credits of lower level cannot make up credits of higher level.
- e. Student must register courses to make up all credits of previous semesters in the 1st semester of senior year.

## **7 Graduation with Honors**

To Graduate with honors, a student must have top ten average grades during junior and senior years, HSK certificate Level 5/6 and no violation of regulations and laws. Students graduating with honors can apply master programs at Beijing Language and Culture University without requiring entrance examinations (top twenty students may apply for scholarships).

## **8. Suspension of Schooling**

- (1). Student who fail to attend classes because of illness or other issues may apply suspension of schooling. The period of suspension will be one academic year and the student remains enrolled and credits will be retained by the college. Students can only apply suspension one time.
- (2). Student applying suspension must submit formal application to the Office of Teaching Affairs. With the approval from the Students' Administrative Office, the student is required to go through procedures.

## **9. Changing program or Major**

- (1). Student Changing program or major must submit application before the junior year. Every student can only change his/her program once.

(2). Chinese & English/Japanese students who change programs or majors must have appropriate HSK certificate. 2 credits of English courses can be transferred to the new program as Chinese course credits and other English credits are invalid.

(3). Students of Non-bilingual programs transferring to bilingual programs must take English courses to make up credits required by the new program.

## **10 Rewards and Penalties**

### Rewards

Students are encouraged to participate in school activities, events and social works. If rewards are earned, students will receive extra points.

(1). Participating in events or games organized by the college or the university, prize-winners and participants earn 1 to 3 points.

(2). Every student can earn 5 points maximum each semester. The points can be applied to any course of the semester (all points apply to only one course)

(3) Extra points can't be added to graduation examinations (senior year) and make-up examinations.

### Penalties

(1). All grades of the semester will be cancelled at the first time of cheating and the student is required to repeat a year, and the student will be expelled from the university for further misconduct.

(2). Meetings and warnings will be assigned for the educational benefit of the student who violates the university and college regulations. Severe violation of the Honor Code is likely to result in expulsion from the University. Violations of Chinese laws will be dealt with by relevant departments.

Note: the Office of Teaching Affairs at the College of Chinese Languages Studies reserves the right of final interpretation.