1.     **TIGP office only allows 3 absences of the 18 weeks Chinese classes**. IF you miss more than 3 classes, you will be considered **Fail** and you are required to retake this class again next semester. (If there are conflicts between TIGP Chinese class and important conferences which you must attend, you will need to fill in the attached class leave sheet with your advisor's signature **one week before the absence**; please provide doctor's note if you have to take a sick leave. The doctor’s note can be provided after the absent day).

2.     **If you would like to change your class from Monday to Friday or from Friday to Monday, please kindly inform TIGP office Feb. 16th.** You cannot switch classes without informing TIGP- Nicole from the **first week of March.** If you have special reason that you must switch classes, you have to inform the TIGP office first. Students do not inform TIGP office before switching classes will be considered absence.

3.     The Monday Elementary Chinese class will start from **March 2nd** and the Friday Elementary Chinese class will start from **March 6th**.

**4.     As there are many National Holidays on Monday and Friday next semester, the teacher will make up some classes on Saturdays. The teachers will inform you after the class begin.**

The Chinese class schedule is as below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Class | Teacher  | Start/ End date | Time | Classroom  | Weeks |
| Monday | Ms. Chi | 3/2 ~6/22  | AM 9:00~12:00 | Room 207, TIGP Building 2F | 18 weeks |
| Friday | Ms. Huang | 3/6~6/26  | PM 14:00~17:00 | Room 211, TIGP Building 2F |

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Department of International Affairs

TIGP-IIP Administrative Team