

Dear TIGP students,

Kindly remind you the 2016 TIGP Spring Elementary Chinese class regulations are as below:

1. There are total 18 classes (weeks) of the Elementary Chinese class, you are required to attend **more than 15 classes (weeks)** in order to pass the class for this semester. If you did not attend more than 15 classes (weeks), you will be considered **Fail** and you are required to re-take this class again next year. (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 and hand-in the sheet to TIGP office **one week before the absence**; please provide doctor's note if you have to take a sick leave. The doctor's note should be provided within 3 days after the absent day. Any other reason for absents will not be accepted. **If you are planning to go back to your country more than 3 weeks during this semester, you are required to re-take the Elementary Chinese class again next year.**
2. If you miss 1 class (week), you will lose 5 points from your final grade; if you miss 2 classes (weeks), you will lose 15 points from your final grade; if you miss 3 classes (weeks), you will lose 30 points from your final grade; if you miss 4 classes, you will lose 50 points from your final grade etc..
3. To pass the Autumn Elementary Chinese class, you will need to get at least 70 on your final grade.
4. **If you would like to change your class from Monday to Friday or from Friday to Monday for the coming semester, please kindly inform TIGP office before January 18th.** You cannot switch classes without informing TIGP- Nicole after the class begin.
If you have special reason that you must switch classes, you have to inform the TIGP office first. Students who do not inform TIGP office before switching classes will be considered absent.
5. The Monday Elementary Chinese class will start from **February 15th** and the Friday Elementary Chinese class will start from **February 19th**.

6. As there are many National Holidays on Monday and Friday this 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	2/15 ~6/27	AM 9:00~12:00	Room 207, TIGP Building 2F	18 weeks
Friday	Ms. Huang	2/19~6/24	PM 14:00~17:00	Room 207, TIGP Building 2F	

Kind regards,

Nicole Chen

Department of International Affairs

TIGP-IIP Administrative Team

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