

Dear TIGP students,

One Academic year (2 semesters) TIGP Elementary Chinese Class is compulsory for Foreign TIGP students. Each Foreign TIGP student is required to take one Academic year (2 semesters) before graduate.

Elementary Level One: Autumn Semester

Elementary Level Two: Spring Semester

The TIGP Spring Elementary Chinese class regulations are as below:

1. **When students registered for a Chinese class, they are not allowed to change/switch to another class during the semester.** Students cannot switch classes because different course schedules! If students change/switch their classes, they will be recorded absence.
2. Each semester, there are 18 classes (weeks) in total. Students need to attend more than 15 weeks of the class to pass the class. If a student does not attend more than 15 classes (weeks), he/she will fail the class and is required to re-take the same level of class again next year. During the semester, if you go back to your country/go to other cities for more than 3 weeks, you will miss more than 3 classes of this semester. In this case, you must re-take the same level of Elementary Chinese class again next year.
3. **No reasons for absence will be accepted.**
4. The grading policy is as follows:
 - If you miss 1 class (week), you will lose 5 points from your final grade.
 - If you miss 2 classes (weeks), you will lose 10 points from your final grade.
 - If you miss 3 classes (weeks), you will lose 20 points from your final grade.
 - If you miss more than 4 classes, you will lose 40 points, you must re-take the same level of the Chinese class next year.
5. In order to pass the Spring Elementary Chinese class, your final grade must be higher than 70 and attend more than 15 weeks of classes. If you fail, you will need to re-take the same level of Chinese class next year.
6. The deadline to switch classes is **February 4th**. **If students are initially registered for the Monday evening Chinese class and want to change to the Thursday evening Chinese class or vice versa, they must email to the TIGP staff, Ms. Nicole Chen by the deadline (February 4th).** Students who do not

inform the TIGP staff before switching classes will be recorded absence.

Switching class during the semester is prohibited. Please kindly find the attached Tuesday evening and Wednesday evening class student list. Due to the limited seats of each class, please understand if the class is full, you will not be able to change the class.

7. The Tuesday evening and Wednesday evening Elementary Chinese class starts on **February 14th and February 15th**. You may find the attached syllabi.

Elementary Chinese class schedule as below:

Class	Start/ End date	Time	Classroom	Weeks	Make up Class	Note
Tuesday Evening	2/14~6/27	PM 18:30~21:30	Room 207, TIGP Building 2F	18 weeks	March 31st & May 5th (Friday Evening)	Please attend the class at TIGP building
Wednesday Evening	2/15~6/21	PM 18:30~21:30	Room 207, TIGP Building 2F	18 weeks	April 21st (Friday Evening)	Please attend the class at TIGP building

8. This semester, there are many National Holidays on Mondays; therefore, the teachers will arrange some make-up classes on Fridays. The teachers will inform you details of the make-up classes when the semester begins.

Kind regards,
Nicole Chen

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