



Class Requirements



1

Requirements for Attendance & Certificate of Attendance





Attendance Regulations

1. More than 20 minutes late is considered one absence.
2. Early leave more than 20 minutes is considered one absence.

Certificate of Attendance

To receive the Certificate of Attendance, all students are required to fulfil:

1. a **minimum 80% attendance** requirement
(i.e. **no more than 6 absences**)
2. and attain **grade D or better** (above 50 points).



Ask for Leave

If you would like to apply for leave of absence due to sickness or work commitment,

- (1) kindly complete the **Leave Application Form**, which you can find in our course folder in Google Drive,
- (2) and then return the completed form with supporting document(s) to your course instructor **no later than 7 working days** after your absence.

* Excused absence will not affect students' receiving of the Certificate of Attendance. However, students with excused absence(s) will not be able to receive the Perfect Attendance Award.

2

Course Weightings & Grading System





Course Weightings

Attendance-----30 %

Class Participation -----10%

Course Work / Assignment-----10%

Oral Quiz-----20%

Final Examination-----30%

***Final Exam Type: Oral Exam**




Grading System

Grades are rewarding according to the following system.

And you need to receive **at least D** in order to get the Certificate of Attendance.

Letter Grades	grades
A (Excellent)	93-100
A- (Very Good)	88-92
B+	83-87
B (Good)	78-82
B-	73-77
C+	68-72
C	63-67
C-	58-62
D+	53-57
D (Pass)	50-52
F (Fail)	Below 50



3

Perfect Attendance Award & Excellent Student Award





Perfect Attendance Award

To receive the Perfect Attendance Award, students should fulfil:

- a **100% attendance** requirement :
 1. No absence
 2. No late: more than 20 minutes late is considered one absence.
 3. No early leave: early leave more than 20 minutes is considered one absence.
 4. No excused absence



Excellent Student Award

To receive the Excellent Student Award, students should fulfil:

- Class Performance
- Grades
- Assignments
- Attendance
- Participation in CI extracurricular activities

4

Activities of Confucius Institute





Activities of Confucius Institute

Time		Activities
January 12	All day	UM Open Day
February 7	7:00pm-9:00pm	Student Activity I-Lantern Festival
March 18 or 19	TBA	FAH Language Day
April 3	7:00pm-9:00pm	Student Activity II-TBA
May 14	7:00pm-9:00pm	Commencement (everyone needs to come)