

**Requirements for receiving  
the certificate of attendance**

# Attendance



- 1.All students are required to fulfil a **minimum 80%** attendance requirement
- 2.If you would like to apply for leave of absence due to sickness or work commitment, kindly complete the **leave application form** which you can find in our course google drive and return the completed form with supporting document(s) to your course instructor **no later than 7 working days** after your absence.

# 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

# Activities of Confucius Institute

Time		Activities	Location
19 <sup>th</sup> September	10:00	Performance in memory of Confucius	E34
19 <sup>th</sup> -27 <sup>th</sup> September	All day	Culture exhibition of Confucius	E34
27 <sup>th</sup> September	19:00	Student Reunion	TBA
28 <sup>th</sup> November	19:00	Commencement (everyone needs to come)	TBA

xiè xie!



zài jiàn

Xīngqī sì jiàn

See you on Thursday!