

Dear TIGP students,

Kindly remind you the TIGP Autumn 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; if you hand-in your leave sheet after your absence, TIGP office will not accept it in any case.** 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 if you have to take a sick leave. 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, please kindly inform TIGP office before September 22<sup>nd</sup>.** You cannot switch classes without informing TIGP- Nicole from **September 22<sup>nd</sup>.** 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 **September 11<sup>th</sup>** and the Friday Elementary Chinese class will start from **September 15<sup>th</sup>**.
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	Make up class
Monday	Ms. Chi	9/11~1/22	AM 9:00~12:00	Room 207, TIGP Building 2F	18 weeks	To be announced
Friday	Ms. Huang	9/15~1/12	PM 14:00~17:00	Room 207, TIGP Building 2F		

Thank you

Kind regards,  
Nicole Chen

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