

Guideline on Course Selection (For Foreign Postgraduates)



Graduate School

Spring Semester of 2018-2019

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Schedule:

Period 1: 19th January to 10th February

Period 2: 11th February to 13th February

Period 3: 14th February to 17th February

courses withdrawal deadline: 24th February

Important notes

- 1. Postgraduate students (including exchange students and scholars) can register for their desired courses via the on-line course registration system during the course registration periods.
- 2. There are two times for course selection in each academic year, one in late August/early September (Autumn Semester) and the other in January/February (Spring Semester). The actual dates vary from year to year depending on the academic calendar.
- 3. Curriculum schedule of the English taught programs can be downloaded from the Graduate School homepage http://gs.xmu.edu.cn/en/.
- 4. Students are strongly encouraged to consult their supervisors or program secretary/coordinator the courses they should are required to take before starting to register for courses.
- 5. Preparation for Course Selection
 - a) Read the regulations.
 - b) Check the study schedule of your program.
 - c) Check the teaching timetable.
 - d) Check the course selection schedule and confirm whether

selection of courses is required by your program.

- 6. Students can sign up for courses during the course registration periods or withdraw the selected courses before the course withdrawal deadline. The course withdrawal deadline is normally one week after the course selection period (please refer to the schedule of the relevant semester). After the course withdrawal period, students will not be allowed to drop any courses.
- 7. Students who fail to complete the entire lessons or to participate in course work and examinations will receive zero score for that course.
- 8. Please be reminded that the course selection system may get "crowded" when the deadline is near. Therefore, students are suggested to sign up for or withdraw from any course as early as possible.

Notice on the Adjustment of the General Chinese Course for International Students

In order to enhance the Chinese proficiency of international students and to enhance the teaching effect of the general Chinese course at the University, starting from the 2018/19 academic year, unified teaching requirements will be implemented for the general Chinese course of international students in bachelor's and master's degree programs. This arrangement is made in accordance with the *Administrative Provisions on the Recruitment and Cultivation of International Students at Higher Education Institutions* (Decree No. 22), promulgated jointly by the Ministries of Education, Foreign Affairs, and Public Security; it also takes the University's reality into account. Following is the specific arrangement:

I. Course Setup

"Chinese I" and "Chinese II" are offered as two general courses to international students with different levels of Chinese proficiency. In each course, students will be placed in one of the three classes – beginner, intermediate or advanced. Specifically:

| Semester | Autumn | Spring |
|-----------|--|--|
| Course | Chinese I | Chinese II |
| Category | Compulsory for Chinese-Medium Programs | Compulsory for Chinese-Medium Programs |
| | Compulsory for English-Medium Programs | Optional for English-Medium Programs |
| | Chinese I (Beginner) | Chinese II (Beginner) |
| Placement | Chinese I (Intermediate) Chinese I (Advanced) | Chinese II (Intermediate) Chinese II (Advanced) |
| Credits | 2 | 2 |
| Hours | 64 | 64 |

II. Course Requirements

There are different requirements in Chinese language teaching for different categories of international students as provided below:

- International students in programs of study with English as the medium of instruction are required to complete the "Chinese I" course and pass the course assessment;
- 2. International students in programs of study with Chinese as the medium of instruction are required to complete the "Chinese I" and "Chinese II" courses and pass the course assessment.

III.Placement

In the autumn semester of each academic year, international students will be placed in a relevant class based on the results of their self-tests and classroom interviews by the course instructor.

- 1. Student's Self-Test: During the course selection period of the autumn semester, students will complete a self-administered test in the course selection system and select a class relevant to their level of proficiency based on the test results.
- 2. Interview by the Course Instructor: When the class meets for the first time, the instructor will test the student's level of Chinese proficiency, and depending on the result, the instructor may move the student to the most relevant class if the student has selected a class not commensurate with his or her proficiency level.

IV. Course Repeat and Exemption

- 1. A student who has failed a compulsory course must repeat the course, generally in the next academic year.
- 2. International students who have passed the new HSK Level 5 test with a total score of 270 or more may apply for exemption from the course.

V. Miscellaneous

1. This notice will take effect from the 2018/19 academic year for all students in bachelor's and master's degree programs. For earlier students, these regulations may be referenced.

2. All colleges and schools at the University should incorporate the Chinese course into their respective cultivation schemes for international students. The revised schemes should be submitted to the Graduate School and the Office of Academic Affairs for record.

Graduate School
Office of Teaching Affairs

July 13, 2018

Course Introduction

Postgraduate courses are generally divided into three categories: general courses, required courses and optional courses. General courses are offered by the graduate school.

Below is the introduction of general courses and English-taught courses:

General compulsory Courses

There are three required General Course modules:

- 1. Chinese Language
- -Chinese Language I
- Chinese Language II
- 2. Introduction to China
- -中国概况 (Taught in Chinese) or
- Selected Issues on China (Taught in English)
- 3. The Spirit of Tan Kah Kee and History of Overseas Chinese (the Compulsory Courses of Tan Tah Kee Scholarship Recipient)

| Teaching Language | Targeted students | Course 1 | Course 2 | Course 3 | |
|----------------------------------|-------------------|-----------|------------|--------------------|--|
| program of study with English | PhD candidate | Chinese I | | Selected Issues on | |
| | Postgraduate | Cinnese 1 | | China | |
| Program of study with | PhD candidate | Chinese I | Chinese II | 中国概况 | |
| Chinese | postgraduate | Cinnese 1 | Cimiese ii | | |

The specific time/place/classroom/teachers and other information of these courses are available in the on-line course registration system.

Exemption from the General Courses

| Course Title | Eligibility (You are allowed to apply for courses exemption if you | | | |
|-----------------------------|---|--|--|--|
| | meet one of the following requirements) | | | |
| Chinese II | 1. Obtained at least 270 in new HSK5 or above | | | |
| Selected Issues on China | Majored in Chinese or relevant programs Obtained a bachelor's degree or master's degree in China | | | |
| 中国概况 | Majored in Chinese or relevant programs Graduated and obtained a bachelor's degree or master's degree in China | | | |

Students who would like to apply for course exemption should submit their applications within the first three weeks from the beginning of every semester. Any application received after the due date will not be processed. The application documents include an "Application for Courses Exemption" (Download: http://gs.xmu.edu.cn/ch/index/show/id/4483.html)form completed by the applicant and any supporting documents. Being approved by the applicant's enrolled school/institute, which means getting the administrative director's signature on the application form, the applicant should then submit the application form and supporting documents (original and duplicated copies), e.g., transcripts and certificates to Graduate School for a final review.

English-taught courses

The English-taught courses cover a number of professional fields, mainly offered by international graduate programs. In this semester, it includes a total of 16 professional international projects as follows:

| No. | Programmes | Colleges/Schools |
|-----|--------------------------|--|
| 1 | Chinese Philosophy | School of Humanities |
| 2 | Civil and Commercial Law | School of Law |
| 3 | International Law | School of Law |
| 4 | Fiscal and Tax Law | School of Law |
| 5 | International Relations | School of International Relations |
| 6 | International Trade | School of Economics |
| 7 | Marine Affairs | Coastal and Ocean Management Institute |
| 8 | Chemical Engineering | College of Chemistry and |
| 9 | Physical Chemistry | Chemical Engineering |
| 10 | Computer Technology | School of Information Science and Technology |
| 11 | Finance | |
| 12 | Financial Engineering | Wang Yanan Institute for |
| 13 | Quantitative Economics | Studies in Economics |
| 14 | Management Economics | |
| 15 | Finance | Institute for Financial & |
| 16 | Accounting | Accounting Studies |

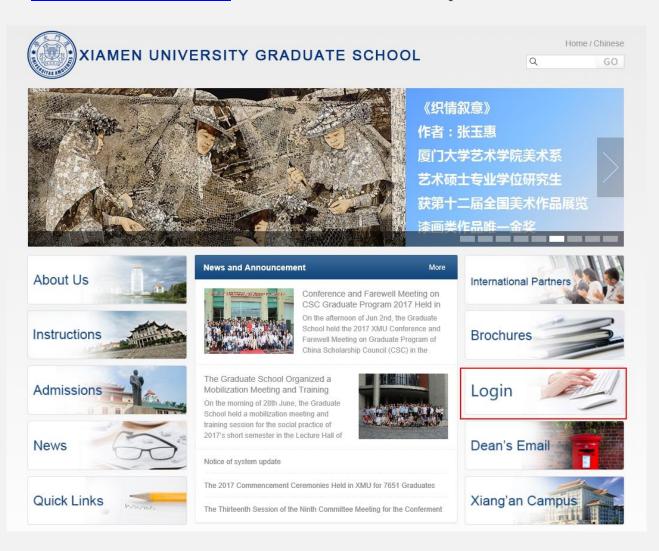
Most of the courses are open for all postgraduates and PhD candidates. Students could select cross-faculty electives according to their own academic needs. The specific time/place/classroom/teachers and other information of each course are available in the online course registration system.

How to use the online course selection system?

The following is a step-by-step guide for selecting the courses on-line:

Step 1 - Log-in:

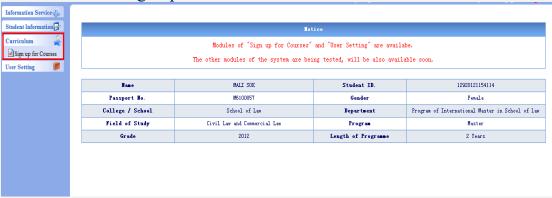
Students should access the system via System Portal. Please visit http://gs.xmu.edu.cn/EN/ to enter the course selection portal.

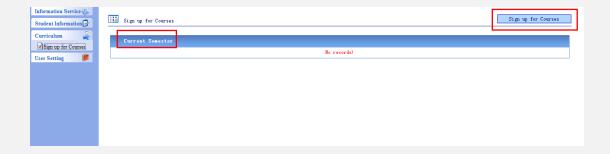




The account name is your student ID, and the initial password is the last six letters or numbers of your passport number. If you can't log in, please go to Student e-Card Service Centers to modify your password.

Find the "sign up for courses" button under the curriculum folder.

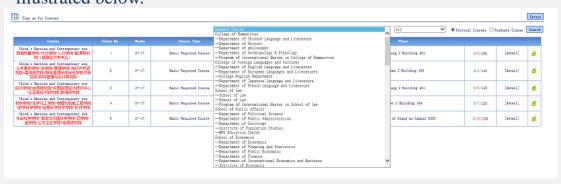




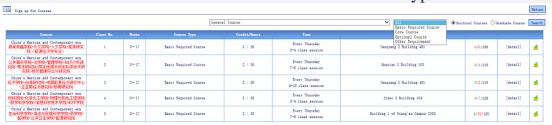
On this page, you can see the courses that you have selected and find the courses that are available for selection Click "details" to get more information about the individual course.



Use the drop-down list to view courses offered by different schools as illustrated below.



Choose "ALL" to search for courses of different type as below.



Click button to sign up for a course.

| chek— button to sign up for a course. | | | | | | | | | |
|--|-----------|-------|-----------------------|--------------|------------------------------|---------------------------------|---------|----------|---|
| Course | Class No. | Teeks | Course Type | Credit/Hours | Time | Place | | | |
| Selected Issues on China 英文项目外籍生公共学位课 | 1 | 2~16 | General Degree Course | 2 / 36 | Every Tuesday 5-6 class | Teaching Buliding of Haiyun 101 | 0/1/120 | [detail] | ځ |
| Effective Presentation Skills | 1 | 2~16 | General Degree Course | 2 / 36 | Every Monday 1-2 class | Jimei 1 Building 103 | 0/8/35 | [detail] | ځ |
| Effective Presentation Skills | 2 | 2~16 | General Degree Course | 2 / 36 | Every Monday 3-4 class | Jimei 1 Building 103 | 0/10/35 | [detail] | ځ |
| Effective Presentation Skills | 3 | 2~16 | General Degree Course | 2 / 36 | Every Tuesday 1-2 class | Jimei 1 Building 103 | 0/7/35 | [detail] | ځ |
| Effective Writing Skills | 1 | 2~16 | General Degree Course | 2 / 36 | Every Wednesday 5-6 class | Jimei 1 Building 101 | 0/9/35 | [detail] | ځ |

Click "YES" to confirm your course selection



Go back to the "sign up for a course" page to check if the chosen course is on your course list.



To drop courses just click the" * "button.



The red word "unsettled" means that the selected course has not been successfully confirmed. If your course selection has been secured, the "unsettled" in color red will change to "settled" in color green. The course status will be changed after the deadline of each course selection period. Students who do not successfully register in their desired course(s) in the first or second period can choose to sign up for other available course(s) in a subsequent period. Students will not be able to register for courses after the course selection period ends.



Note: The system does not follow a first come first serve rule. The selection outcomes are decided by the system randomly.

Graduate School General Courses Timetable

| Courses | Class | Instructors | Time | Campus | Lecture room | Remark | |
|---|-------------------------|-------------------------|-----------------------------|---------------------------|----------------------------|---------------------------------------|--|
| The Spirit of Tan Kah Kee and History of Overseas Chinese | 1 | Wang Fubing | Every Monday 14:30-16:10 | Siming Campus | Room 305, Nanqiang 2 Bldg. | the Compulsory Courses of Tan Tah Kee | |
| The Spirit of Tan Kah Kee and History of Overseas Chinese | 2 | Wang Fubing | Every Tuesday 14:30-16:10 | Xiang'an campus | Room A204, NO.1 Bldg. | Scholarship Recipient | |
| Chinese II | 1 the Beginner class | | Every Tuesday 8:00-9:40 | Siming Campus | Room 506, Nanqiang 2 Bldg. | | |
| Chinese II | | Beginner class Han Zhen | Every Thursday 10:10-11:50 | Siming Campus | Room 506, Nanqiang 2 Bldg. | | |
| Chinese II | 2 the Beginner class | | Han Zhen | Every Tuesday 10:10-11:50 | Siming Campus | Room 506, Nanqiang 2 Bldg. | |
| Chinese II | | | Han Zhen | Every Thursday 8:00-9:40 | Siming Campus | Room 506, Nanqiang 2 Bldg. | |
| Chinese II | 3 the Beginner class | Viao Ninguao | Every Monday 10:10-11:50 | Xiang'an campus | Room B209, NO.1 Bldg. | | |
| Chinese II | | Xiao Ningyao | Every Wednesday 10:10-11:50 | Xiang'an campus | Room B209, NO.1 Bldg. | | |

| Courses | Class | Instructors | Time | Campus | Lecture room | Remark | | | | |
|------------|--------------------------------|-------------|-----------------------------|--------------------------|----------------------------|-----------------------|----------------------------|---------------|----------------------------|--|
| Chinese II | 4 the Intermediate class | | | | | Liv Oissa | Every Tuesday 10:10-11:50 | Siming Campus | Room 505, Nanqiang 2 Bldg. | |
| Chinese II | | Liu Qiang | Every Thursday 10:10-11:50 | Siming Campus | Room 505, Nanqiang 2 Bldg. | | | | | |
| Chinese II | 5 the Intermediate class | | Liv Oissa | Every Monday 10:10-11:50 | Xiang'an campus | Room B208, NO.1 Bldg. | | | | |
| Chinese II | | | Every Wednesday 10:10-11:50 | Xiang'an campus | Room B208, NO.1 Bldg. | | | | | |
| Chinese II | 6 the Advanced classs | 6 | 6 | Yang Zijing | Every Tuesday 10:10-11:50 | Siming Campus | Room 407, Nanqiang 2 Bldg. | | | |
| Chinese ii | | rang zijing | Every Thursday 10:10-11:50 | Siming Campus | Room 407, Nanqiang 2 Bldg | | | | | |
| Chinese II | 7 the Advanced class | Yang Zijing | Every Monday 10:10-11:50 | Xiang'an campus | Room B207, NO.1 Bldg. | | | | | |
| | | | Every Wednesday 10:10-11:50 | Xiang'an campus | Room B207, NO.1 Bldg. | | | | | |

^{*} Please select courses in accordance with the campus that you are on.