



General Information on PKU Chinese Language Training Courses

北京大学对外汉语教育学院汉语课程**专为国际学生设置**，分为初级、中级和高级三个层次，含汉语必修课和汉语选修课，实行小班授课，每班 15 人左右，每天授课 4 学时，周学时为 18-20 学时。此类汉语培训课程并非北京大学本科生课程，因此只有学时而无学分。

北京大学每学年分为秋季和春季两个学期。秋季学期为 9 月上旬到次年 1 月中旬，春季学期为 2 月下旬到 6 月下旬。每学期为 18 周，包括 16 周上课和 2 周考试。

The Chinese language courses provided by the PKU School of Chinese as a Second Language, **designed particularly for international students**, are divided into elementary, intermediate, and advanced levels, each level including Chinese compulsory courses and elective courses (language beginners only have compulsory courses). Class size is approximately fifteen students per class. Normally class hours are allocated in the morning and afternoon, from Monday to Friday, four class hours per day, eighteen to twenty hours per week.

Different from PKU undergraduate courses, Chinese language courses are training courses, therefore they have class hours but no credits.

The academic year at Peking University, from early September to July, is divided into two semesters, each of 18 weeks duration, including 16 weeks of classroom attendance and 2 examination weeks. The autumn semester starts in early September and ends in mid January of the following year, while the spring semester begins in late February and ends in late June.

I. 课程介绍 Course Introduction:

Compulsory courses of each level (elementary/intermediate/advanced) include one intensive Chinese course and one spoken Chinese course. 每个层次（初级、中级、高级）的必修课程包括一门汉语精读课和一门汉语口语课。

Level	Compulsory Intensive Chinese		Compulsory Spoken Chinese	
	Course	hours/week	Course	hours/week
Elementary	Elementary Intensive Chinese I	10	Elementary Spoken Chinese I	10
	Elementary Intensive Chinese II	8	Elementary Spoken Chinese II	8
	Elementary Intensive Chinese III	8	Elementary Spoken Chinese III	8
Intermediate	Intermediate Intensive Chinese I	8	Intermediate Spoken Chinese I	6
	Intermediate Intensive Chinese II	8	Intermediate Spoken Chinese II	6
	Intermediate Intensive Chinese III	8	Intermediate Spoken Chinese III	6
Advanced	Advanced Intensive Chinese I	6	Advanced Spoken Chinese I	6
	Advanced Intensive Chinese II	6	Advanced Spoken Chinese II	6
	Advanced Intensive Chinese III	6	Advanced Spoken Chinese III	6

1. 初级必修课程(Compulsory Courses of the Elementary Level):

1.1.1 Elementary Intensive Chinese I （初级汉语精读 1）

Class Hours: 10 class hours/week, 160 hours in total per semester

Target Student: Beginners

Objective: to familiarize students with the vocabulary and grammar for everyday use and classroom communication.

Content: Pinyin (Romanization system for standard Chinese); Chinese spelling; Basic Chinese vocabulary (about 500 words) ; Basic grammar (level A); Everyday Chinese in conversation.

Textbook: *Boya Chinese: Starter I* （博雅汉语-起步篇 I）

1.1.2 Elementary Intensive Chinese II (初级汉语精读 2)

Class Hours: 8 class hours/week, 128 hours in total per semester

Target Student: Learners with a command of 500 Chinese words

Objective: to expand students' knowledge of Chinese language through reading prose and essays; to enhance their ability to express complex thoughts in Chinese and help them lay a good foundation for the next level of learning.

Content: Basic Chinese vocabulary (about 700 words); Chinese grammar (Level A and part of Level B); Everyday Chinese in conversation; Writing a paragraph (about 600 words);

Textbook: *Boya Chinese: Starter II* (博雅汉语-起步篇 2)

1.1.3 Elementary Intensive Chinese III (初级汉语精读 3)

Class Hours: 8 class hours/week, 128 hours in total per semester

Target Student: Learners with a command of 800 (or above) Chinese words

Objective: to consolidate students' knowledge of elementary grammar and prepare them for intermediate level; To further enlarge their vocabulary and enhance their ability to read and write; to increase students' overall ability to express by introducing ways of speaking aloud their mind and feelings.

Content: Elementary grammar consolidation; Intermediate grammar introduction; Common Chinese radicals; Chinese vocabulary (about 1200-1500 words); writing skills: narration, comparison, description, argumentation.

Textbook: *Boya Chinese: Jiasu I* (博雅汉语-加速篇 1)

1.2.1 Elementary Spoken Chinese I (初级汉语口语 1)

Class Hours: 10 class hours/week, 160 hours in total per semester

Target Student: Beginners

Objective: to help students grasp the oral expressions necessary for their everyday and classroom communication.

Content: Pinyin (Romanization system for standard Chinese); Everyday Chinese in conversation; short speech; Chinese vocabulary (about 500 words); Chinese grammar (level A).

Textbook: *Elementary Spoken Chinese I* (初级汉语口语 I)

1.2.2 Elementary Spoken Chinese II (初级汉语口语 2)

Class Hours: 8 class hours/week, 128 hours in total per semester

Target Student: Learners with a command of around 500 Chinese words

Objective: to improve students' speaking skills by exposing them to conversations more formal than those of elementary I level.

Content: conversation in everyday use; oral expressions and short speech; Chinese vocabulary (around 700 words); Chinese grammar (Level A and part of Level B)

Textbook: *Elementary Spoken Chinese II* (初级汉语口语 2)

1.2.3 Elementary Spoken Chinese III (初级汉语口语 3)

Class Hours: 8 class hours/week, 128 hours in total per semester

Target Student: Learners with a command of more than 800 Chinese words

Objective: to consolidate oral expressions learnt in Elementary I and II level; to help students express their thoughts and feelings in everyday context.

Content: Consolidation of oral expression in Elementary I and II level; Introduction to expression of Intermediate level; Chinese vocabulary (1200-1500 words).

Textbook: *Elementary Spoken Chinese III* (初级汉语口语 3)

2. 初级选修课程(Elective Courses of the Elementary Level):

2.1 Elementary Chinese Characters and Words (初级汉字)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target Student: Learners with a command of 500 Chinese words. From Elementary Intensive Chinese II to Elementary Intensive Chinese III.

Objective: A preliminary understanding of the strokes and order of Chinese characters.

Content: Learn the strokes and stroke order of Chinese characters; practice writing Chinese characters and the vocabulary; learn to write with Chinese writing brushes.

Textbook: *A New Guide to Chinese Characters I* 《新编汉字津梁》 (上)

2.2 Elementary Chinese Listening (初级汉语听力)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target Student: Learners with a command of 500 Chinese words. From Elementary Intensive Chinese II to Elementary Intensive Chinese III.

Objective: To understand and master Pinyin; accurately distinguish and pronounce the different Chinese tones and syllables; increase vocabulary to the requirements of the HSK Level 1-2; to understand and hold simple conversations in daily life and work.

Content: Based on the textbook, this course emphasizes the distinction between different tones and syllables, listening to sentences and completing basic conversations, providing students with a solid foundation of Chinese phonetics and the ability to conduct simple conversations in daily life.

Textbook: *Elementary Chinese Listening* 《发展汉语——初级听力 (I/II)》

3. 中级必修课程(Compulsory Courses of the Intermediate Level):

3.1.1 Intermediate Intensive Chinese I (中级汉语精读 1)

Class Hours: 8 class hours/week, 128 hours in total per semester

Target Student: Learners with a command of 1200 (or above) Chinese words

Objective: to improve students' command of intermediate grammar; to further enlarge their vocabulary and enhance their ability to read and write; to acquaint students with features of Chinese language and culture; to help students improve fluency, accuracy and appropriateness.

Content: Intermediate Grammar; common Chinese expressions; writing skills: narration, comparison, description, argumentation; most common Chinese radicals; Chinese vocabulary (around 1800-2500 words).

Textbook: *Boya Chinese: Jiasu II* (博雅汉语-加速篇 2)

3.1.2 Intermediate Intensive Chinese II (中级汉语精读 2)

Class Hours: 8 class hours/week, 128 hours in total per semester

Target Student: Learners with a command of 2500 (or above) Chinese words

Objective: to allow students to narrate, describe, compare and express their support of an idea in Chinese; to help students express their views on social issues, a step towards composition.

Content: Chinese vocabulary; oral and written language (in paragraph); writing skills: narration, description, comparison, argumentation; Chinese culture and thinking styles. Chinese vocabulary (around 2500-3500 words).

Textbook: *Boya Chinese Intermediate: Chongci I* (博雅汉语-冲刺篇1)

3.1.3 Intermediate Intensive Chinese III (中级汉语精读 3)

Class Hours: 8 class hours/week, 128 hours in total per semester

Target Student: Students with a command of 3000 (or above) Chinese words and grammar

Objective: to help student deepen their understanding of words and passages; to improve their ability to write in formal styles; to acquaint students with Chinese thinking styles.

Content: vocabulary for written Chinese; Function words, sentence pattern; reading and writing paragraphs and passages; Chinese vocabulary (over 3500 words).

Textbook: *Boya Chinese Intermediate: Chongci II* (博雅汉语-冲刺篇2)

3.2.1 Intermediate Spoken Chinese I (中级汉语口语 1)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: Intermediate level learners

Objective: to improve students' listening and speaking skills; to expose students to Chinese culture and society; to acquaint students with phonetic system and grammar for oral expression.

Content: Vocabulary Building; Themes-related speech; Chinese Vocabulary (around 1200 words)

Textbook: *Intermediate Spoken Chinese I* (中级汉语口语1)

3.2.2 Intermediate Spoken Chinese II (中级汉语口语 2)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: Intermediate level learners with a command of 1200 (or above) Chinese words.

Objective: to further improve students' listening and speaking skills; to expose students to Chinese culture and society; to acquaint students with Chinese phonetic system and grammar for oral expression.

Content: vocabulary building; themes-related speech; Chinese vocabulary (around 1500-2000 words)

Textbook: *Intermediate Spoken Chinese II* (中级汉语口语 2)

3.2.3 Intermediate Spoken Chinese III (中级汉语口语 3)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: Intermediate level learners

Objective: to enable students to express their ideas regarding Chinese society and culture; to acquaint students with phonetic system and grammars for oral expression.

Content: vocabulary building; Themes-related speech; Chinese vocabulary (around 2000-3000 words)

Textbook: *Intermediate Spoken Chinese III* (中级汉语口语 3)

4. 中级选修课程(Elective Courses of the Intermediate Level):

4.1 Pronunciation (正音)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target Student: Intermediate level learners

Objective: to assist students to correct their pronunciation; to improve listening comprehension and pronunciation.

Content: Chinese phonetics, including Chinese tones, initial consonants, vowels, neutral tone, pause, intonation, rules of Chinese Pinyin, etc.

Textbook: *Chinese Standard Pronunciation* 《汉语正音教程》

4.2 Intermediate Chinese Listening (中级听力)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target Student: Intermediate level learners

Objective: to assist students to grasp the main idea of talks or speeches on familiar topics; to grasp key information in conversations and understand the speaker; to understand narrative and expository discourses; to improve the ability to guess the meaning of words and grasp key information as well as details.

Content: Based on the textbook, this course trains students to understand the main ideas in a conversation, master its unique structure and expression, and understand conversations in sophisticated settings.

Textbook: *Intermediate Chinese Listening I* 《发展汉语-中级听力 I》

4.3 Intermediate Writing (中级写作)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target Student: Intermediate level learners

Objective: to have a command of article writing in Chinese (punctuation, general format, writing habits); to get a preliminary knowledge of narrative writing, expository writing, book reports and essays on given topics; to improve Chinese writing ability; to expand vocabulary; to improve reading comprehension.

Content: Based on the textbook, this course concentrates on the general format and punctuation of Chinese writing, including narrative writing, practical writing (request for leave, lost-and-found notice, letter writing, object illustration, etc.) and essay writing on given topics.

Textbook: *Intermediate Chinese Writing (II)* 《发展汉语——中级写作 (下)》

4.4 Chinese Characters and Words (字词选讲)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target Student: Intermediate level learners

Objective: to practice writing Chinese characters, and master the strokes and stroke order of Chinese characters.

Content: to recognize and write Chinese characters and vocabulary; to write with Chinese writing brushes; to know more of Chinese calligraphy.

Textbook: *A New Guide to Chinese Characters II* 《新编汉字津梁》 (下)

4.5 Intermediate Chinese Grammar (中级语法)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target Student: Intermediate level learners

Objective: to improve Chinese proficiency by systematically studying the main fundamental grammars which are supposed to be difficult for learners. Through various practical exercises and discussion-in-class, the teacher makes sure that students can understand the grammar rules and employ them to express themselves fluently and accurately. It also intends to assist students in understanding Chinese as a language and thinking in Chinese.

Content: Chinese grammar features, time expressions, place expressions, V-O compounds, complements, “Ba” constructions, attributives, adverbials.

Textbook: *Chinese Grammar* 《汉语语法教程：从知识到能力》

4.6 Business Chinese for Intermediate Learners (中级商务汉语)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target Student: Intermediate level learners

Objective: to have a command of business-related language and communication skills and improve oral expression skills; to achieve the capability of engaging in common business activities, such as company introduction, company meetings, product introduction, price inquiry and bargains, package discussions, shipment negotiations, contract signing, etc.

Content: Each class includes two mini-conversations and one short passage on common topics in business activities, including company introduction, company meetings, product introduction, price inquiry and bargains, package discussions, shipment negotiations, etc. In this course students will learn basic oral expressions under business contexts.

Textbook: *Accelerated Course on Business Chinese II* 《中级速成商务汉语 II》

5. 高级必修课程 (Compulsory Courses of the Advanced Level):

5.1.1 Advanced Intensive Chinese I (高级汉语精读 1)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: Learners with at least one year and a half of Chinese-learning experience as well as a command of more than 3500 Chinese words

Objective: to improve Chinese language competence in terms of listening, speaking, reading and writing and comprehend articles in textbooks and in daily life.

Content: literary works on Chinese society, culture and people's life; writing in Chinese (600-word composition); Chinese vocabulary (4000-4500 words).

Textbook: *Boya Chinese Advanced: Feixiang I* (博雅汉语- 飞翔篇 1)

5.1.2 Advanced Intensive Chinese II (高级汉语精读 2)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: learners with at least one and a half year Chinese-learning experience as well as a command of more than 4000 Chinese words

Objective: to improve students' language skills regarding their listening, speaking, reading and writing; to comprehend articles in magazines, newspaper, journals or news reports and to communicate with local people without barriers.

Content: literary works on Chinese society, culture and people's life; writing in Chinese (800-word composition); Chinese vocabulary (5000 words).

Textbook: *Boya Chinese Advanced: Feixiang II* (博雅汉语- 飞翔篇 2)

5.1.3 Advanced Intensive Chinese III (高级汉语精读 3)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: Learners with at least two-year Chinese-learning experience and a command of more than 5000 Chinese words

Objective: to improve students' comprehensive capability of listening, speaking, reading and writing; to comprehend articles in magazines and newspaper, works on social sciences and news reports and to communicate with local people without barriers.

Content: reports and papers (less scholarly) on Chinese politics, economy, social change, history and culture; writing in Chinese (1000-word composition); Chinese vocabulary (5000-8000 words).

Textbook: *Boya Chinese Advanced: Feixiang III* (博雅汉语- 飞翔篇 3)

5.2.1 Advanced Spoken Chinese I (高级汉语口语 1)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: Learners with a command of 2500 Chinese words or those who have attained the HSK level 5

Objective: to expose students to Chinese thinking styles, allowing them to obtain a deeper insight into Chinese culture by observing the everyday life of Chinese people; to enable students to communicate effectively in working, academic or everyday context, allowing them to describe or argue on topics of interest.

Content: Chinese vocabulary (3000-4000 words), sentence patterns, expressions for special contexts; to raise students' awareness of "proper words in proper contexts".

Textbook: *Advanced Spoken Chinese I* (高级汉语口语 I)

5.2.2 Advanced Spoken Chinese II (高级汉语口语 2)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: Learners who have attained the HSK level 5-6 or with a command of more than 3500 Chinese words

Objective: to enable student to use oral expressions, idioms and slangs as native speakers; to comment and argue on complex social issues or clearly declare views, stance or attitude; to convey in-depth conversation regarding their work or studies.

Content: Chinese vocabulary (5000 words), sentence patterns, expressions for special contexts; to raise students' awareness of "proper words in proper contexts".

Textbook: *Advanced Spoken Chinese II* (高级汉语口语 2)

5.2.3 Advanced Spoken Chinese III (高级汉语口语 3)

Class Hours: 6 class hours/week, 96 hours in total per semester

Target Student: Learners with two-year Chinese-learning experience or the HSK level 6 holders (with a command of more than 5000 Chinese words)

Objective: to familiarize students with the styles of both formal and informal speech; to improve the appropriateness of their oral expression; to lay a foundation for a higher level of studies in Chinese.

Content: Chinese vocabulary (5000-8000 words), sentence patterns, expressions for special contexts; to raise students' awareness of "proper words in proper contexts".

Textbook: *Advanced Spoken Chinese III* (高级汉语口语3)

6. 高级选修课程 (Elective Courses of the Advanced Level):

6.1 Business Chinese for Advanced Learners (高级商务汉语)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to foster students' skills of Chinese listening, speaking, reading and writing in business activities and deepen their understanding of Chinese economic life, society and culture in relation to business.

Content: company organization; promotion and investment; HR; team work; product introduction; market; customer service and trade negotiation, etc.

Textbook: *New Silk Road- Advanced Business Chinese (I)* 《新丝路——高级速成商务汉语》(I)

6.2 Advanced Reading of Newspapers and Periodicals (高级报刊阅读)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to know more of Chinese newspapers and magazines; to study the terms and expressions, syntax, and other language conventions commonly used in newspapers; to have a command of the background knowledge in Chinese newspapers; to improve the speed and accuracy in newspaper reading.

Content: combination of the textbook and latest newspaper materials, with focus on language conventions, background knowledge and reading speed.

Textbook: *Learn Chinese: Newspaper Reading (I)* 《读报纸，学中文》(上册)

6.3 Advanced Writing (高级写作)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to have a command of writing Chinese compositions (punctuation, general format, writing habits); to get a preliminary knowledge of narrative writing, expository writing, book reports and essays on given topics; to improve Chinese writing ability; to expand vocabulary; to improve reading comprehension.

Content: Chinese punctuation, practical writing (request for leave, lost-and-found notice, letter writing, object illustration, etc.), narrative, expository and essay writing.

Textbook: *Practical Chinese Writing for Foreigners* 《留学生实用汉语写作教程》

6.4 General Introduction to China (中国概况)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to have a command of the realities of China and the key features of Chinese culture, and promote the study of Chinese language and culture.

Content: China's geography, history, politics, economy, ethnics, education, customs and the 30-year changes since the reform and opening-up.

Textbook: *General Introduction to China* 《中国概况》

6.5 Ancient Chinese (古代汉语)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to have a deeper command of the knowledge of Chinese language and culture through the direct study of ancient anthologies; to master the basic grammar of classical Chinese; to enhance the ability to use modern Chinese characters and increase modern Chinese vocabulary.

Content: extracts from 'Commentary of Zuo', 'The Records of the Grand Historian', 'Strategies of the Warring States', 'The Analects of Confucius', 'Mencius', 'Han Feizi' and 'The Tao Te Ching'.

Textbook: *Selected Readings of Classical Chinese Texts* 《汉语古文读本》

6.6 English-Chinese Translation for Advanced Learners (英汉翻译)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to have a command of the skills of translating explanatory texts, essays, narrative and practical writings.

Content: explanatory texts, essays, narrative and practical writings.

Textbook: selected readings and texts

6.7 Selected Readings of Contemporary Chinese Novels (中国当代小说选读)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to enhance the ability of speed-reading and catch the meaning based on context; to increase vocabulary and gain more new knowledge of Chinese society and culture; to become acquainted with the contemporary Chinese literature.

Content: students read novels off class; the teacher explains the grammar and meaning of complex sentences, students hold discussions on the novels' connotation and implication and the social phenomena portrayed, and do rhetorical exercises.

Textbook: collection of short stories and extracts from Chinese masterpieces (1,500 to 15,000 words in length)

6.8 Function Words in Chinese (高级汉语虚词)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to grasp the usage of common function words in Chinese.

Content: systematic knowledge of the four main types of Chinese function words and the usage of common function words.

Textbook: *Modern Chinese Function Words* 《现代汉语虚词讲义》

6.9 Chinese History (中国历史)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to have a command of the history of China.

Content: brief introduction of the chronicle and the important historical occurrences in Chinese history.

Textbook: *Chinese History* 《中国历史专业教程》

6.10 Chinese Culture for Advanced Learners (中国文化专题)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to attain a deeper knowledge of traditional Chinese culture and enhance the ability of intercultural communication with Chinese people.

Content: 6 parts of knowledge, including “folklore and customs”, “Chinese dialects”, “historic sites”, “art and craft”, “social culture” and “sports and recreation”.

Textbook: *Traditional Chinese Culture and Modern Living* 《中国传统文化与现代生活》(中级读本上)

6.11 Learn Chinese with Films (影视汉语)

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: to improve listening and oral ability; to have a command of the Chinese social culture and the present situation of the Chinese film industry.

Content: this course includes readings, lectures and discussions on related background knowledge, learning new words and daily expressions.

Textbook: 8 Chinese Films

6.12 Introduction to Classic Chinese Modern Literature

Class Hours: 4 class hours/week, 60 hours in total per semester

Target: Advanced level learners

Objective: Understanding Chinese language expression and appreciating the artistry of classic Chinese modern literary works.

Content: The selected works range from the early 20th century, at the onset of the New Literature Movement, to before the establishment of the People's Republic of China in 1949. The literary genres covered include novels, essays, poetry, and drama.

Textbook: *Introduction to Classic Chinese Modern Literature* (中国现代文学经典导读)

II. 课程考核 Course Requirements and Assessment:

学期总成绩= (期中成绩 50% + 期末考试 50%)

Final result = Midterm exam (50%) + Final exam (50%)

考勤规定 (Attendance/出席日数/출석)

● 学生应按时上课，不迟到不早退不缺席。迟到或早退三次算旷课一次，旷课一次考试时扣除成绩 1 分，病假有医生假条不扣分，无医生假条视同事假，事假缺席一次扣除 0.5 分。（一次指 2 学时）

Students are required to be punctual and present for each class and not to leave earlier than required. Being late or leaving earlier for three times is treated as absence from the class for one time, the penalty for which is 1 mark deducted from your monthly score. Absence for illness may be exempt from penalty if a doctor's certificate is submitted. Without a doctor's certificate, absence for illness will be treated in the same way as absence for business reasons, for which 0.5 marks will be deducted from the monthly score for each two hours.

学生は決められた時間通りに授業に出席し遅刻、早退、欠席をしない事。遅刻 3 回、或いは早退 3 回で欠席 1 回とみなし、欠席 1 回につきテストの点数から 1 点減点となります。又、病欠は医者の証明があれば減点なし、ない場合は私用休暇とみなし、私用休暇 1 回につき 0.5 点の減点となります。（1 回=2 時限）

학생들은 반드시 시간에 맞추어 수업에 임하고, 지각·조퇴·무단 결석을 해서는 안됩니다. 지각 혹은 조퇴 3 회마다 한번의 결석으로 간주하고, 1 회 결석마다 시험성적 1 점씩 감점합니다. 병가시에는 의사의증명이 있으면 감점하지않지만, 그렇지않은경우 개인적인 일로 인한 휴가로 간주하여 결석과 마찬가지로 1 회 결석마다 시험성적 0.5 점씩 감점하게 됩니다. (1 회는 2 시간 수업을 의미).

● 因故不能上课需要请假者，3 天以内（含三天）的由任课教师批准，超过 3 天由对外汉语教育学院（方李邦琴楼 218）批准，超过 10 天由留学生办公室批准。

The course teacher has the right to approve students' leaves of less than three days (Including three days). For leaves of more than three days, students need to ask administrative staff of the School (Room 218, Florence Lee FangBuilding) for permission. For leaves of more than ten days, students must report to the Office for International Students division and get its approval.

諸事情により出席不可能な場合は、3 日以内の欠席の場合は担任の許可が必要となり、3 日以上になる場合は漢語学院事務室教務員（方李邦琴楼 218）の許可が必要になり、10 日以上の場合は留学生事務室の許可を必要とします。

사정에 의하여 수업에 참가할 수 없어 휴가신청을 하고자 하는학생은, 휴가기간이 3 일이내 인 경우에는 담임교사의허락을 받아야하고, 3 일을 초과하는 경우에는 대외한어교육대학원 (方李邦琴楼 218 호) 교무담당자의허가를 받아야하며, 10 일을 초과하는 경우에는 유학생사무실의허가를 받아야 합니다.

● 期末时，一门课累计缺席达到或超过该课总课时四分之一者，不能获得该课学期成绩。

Students who miss a quarter (and above) of hours of a course will automatically be treated as failures of the course.

期末テストの時点で 1 課目の欠席がその課目の 1/4 を満たす、または超える学生にはこの課目について学期の成績は出せません。長欠者については、延長手続きはしません。

학 기 말 에 , 각 과 목 당 결 석 누 계 가 전 체 학 습 시 간 의 1/4 을 초 과 하 면 , 해당과목의학기성적을 받을 수 없으며, 장기결석자는 연장신청을 받아주지 않습니다.

