

Guidelines for the Implementation of Freshmen Chinese at National Central University

Approved at the Academic Affairs Committee Meeting on June 24, 2005
Verified and Approved at the Academic Affairs Committee Meeting on Dec. 26, 2007
Verified and Approved at the Academic Affairs Committee Meeting on Jun. 11, 2008

1. Courses offered in fulfillment of the University's Freshmen Chinese requirement are to be planned and administered by the Teaching and Research Center for Freshman Chinese at the Department of Chinese Literature [hereafter referred to as "the Center"].
2. Regarding the Freshman Chinese Course for normal first-year students:
 - I. All first-year students are required to take the Freshman Chinese Writing Test. The results of the writing test will be classified by the Center as either "Pass" or "Fail." Those who fail to pass the said test must receive remedial writing instruction offered by the Center. How the Freshman Chinese Writing Test is to be graded shall be left to the individual instructors to decide.
 - II. All first-year students shall finish course selection on schedule; selection crossing other time slots is not accepted; no student may take Freshman Chinese Courses taught by the same instructor in both semesters of any given academic year.
 - III. First-year students returning from leave shall be considered to be normal first-year students and are required to take the Freshman Chinese Writing Test as well.
3. Regarding the Freshman Chinese Courses for First-Year Overseas Chinese Students:
 - I. First-year overseas Chinese students are required to take the Chinese Proficiency Placement Test for First-Year Overseas Chinese Students. Those who fail to take this test are not permitted to take the Freshman Chinese course.
 - II. Before being permitted to take the Freshman Chinese Course, students whose test results place them in the elementary level group (overseas Chinese students of the Department of Chinese Literature are excluded) are required to take the four-credit-per-year Chinese I and II (LN0403 and LN0404) The credits of the pre-session courses will not be counted as graduation credits. Students who have passed the courses may take Chinese Course;
 - III. Students whose test results place them at the intermediate level (overseas Chinese students of the Department of Chinese Literature are excluded) are required to take the Chinese for Overseas Chinese Students offered by the Department of Chinese Literature and are not permitted to take Chinese courses offered in other time slots.
 - IV. Students whose test results place them at the advanced level (overseas Chinese students of the Department of Chinese Literature are excluded) shall take the Freshman Chinese Course offered in the time slots designated for their respective departments as local students.
 - V. Apart from taking the Freshman Chinese Course offered by the Department of Chinese Literature, overseas Chinese students studying in the said department being placed by the test in the elementary level group shall take the four-credit-per-year pre-session Chinese I and II for overseas Chinese students(LN0403 and LN0404) implemented by NCU Language Center; the credits earned from the above pre-session courses will not be counted into the total credit hours for graduation. Students whose test results place them at the intermediate and advanced level groups may directly take the Freshman Chinese Courses of the Department of Chinese Literature.

4. Regarding the Freshman Chinese Course for Foreign Students:
 - I. Foreign students of the Department of Chinese Literature are required to take the Chinese Proficiency Placement Test. Apart from taking the Freshman Chinese Course offered by the Department of Chinese Literature, foreign students studying in the said department being placed by the test in the elementary level group shall take the four-credit-per-year pre-session Chinese I and II (LN0403 and LN0404) implemented by NCU Language Center; the credits earned from the above pre-session courses will not be counted into the total credit hours for graduation. Students whose test results place them at the intermediate and advanced level groups may directly take the Freshman Chinese Courses of the Department of Chinese Literature.
 - II. Foreign students of the Department of Chinese Literature shall also take the Freshman Chinese Writing Test. Students who fail to pass the test are required to take remedial writing instructions.
 - III. Only the foreign students of the Department of Chinese Literature are required to take the Chinese courses implemented by the said department; foreign students shall take the six-credit Chinese courses implemented by NCU Language Center; credits exemption of Chinese courses must be processed before graduation.
5. Regarding the Makeup Chinese Course of Second-year and Above Repeaters:
 - I. With the exception of overseas Chinese and foreign students, repeaters of second-year and above do not need to take Freshman Chinese Writing Test and may select Freshman Chinese Courses crossing other time slots; no student may take courses taught by the same instructor in both semesters of any given academic year.
 - II. Guidelines of course taking are applied to all overseas Chinese and foreign students.
6. The aforementioned guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.