

Terms and Conditions for LUCI Mandarin Chinese Extracurricular Language Courses

- Each course takes place 3 times per academic year, from:
 - **October to December** (Michaelmas Term),
 - **January to March** (Lent Term),
 - **April to June** (Summer Term).
- All courses take place during term-time only.

- The **Michaelmas (October – December)** term usually runs for 9 weeks (13.5 contact hours), whereas the **Lent & Summer** courses usually run for 10 weeks. This is to allow an extra week for new LU students to sign up, and will not affect the quality of the course.

- Most courses include 15 contact hours, divided into 10 classes (90-minutes each). However, the **Improver 7-8** class includes just 10 contact hours (60-minutes each) due to its high level.

- At present (2020/21), the courses will be taught **online** via Lancaster University's recommended software, Microsoft Teams. To get the most of the class, you will need a computer with a fully working camera & microphone.
 - You don't need to have a Teams account to join the course, and you will receive the link to join the class shortly before the course begins.

- There will be no formal assessment and no examination, though your tutor may set weekly tasks and provide feedback when appropriate. The more you are able to put in, the more you will be able to get out of the course.

- You may also be asked to purchase a **textbook** for the course you have signed up for. Most of our Mandarin Chinese Classes require the **Discover Chinese Student Book Series**. You can find this information on our [website](#).

- If you successfully complete 70% of the course (i.e., attend a minimum of 7 classes) you will be awarded a Certificate of Attendance issued by the Confucius Institute. No exceptions can be made to this rule.

- Should an exceptional circumstance force us to cancel a class for one week, we will endeavour to arrange an additional class to make up for the total number of hours.

- Please note that courses will only run if enough people enrol. If cancelled, you will be refunded in full. If you decide to drop out of the course, we can only give you a refund **within the first week** of the start of the course.
- Courses can be switched with no additional cost if you feel your course is too easy/difficult. However, we recommend contacting us prior to the start of the class if you are unsure of your level.