



## Terms and Conditions for LUCI Mandarin Chinese Extracurricular Language Courses

- Each course takes place three times per academic year:
  - **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 nine weeks (13.5 contact hours), whereas the **Lent and Summer** courses usually run for ten weeks (15 contact hours). This is to allow an extra week for new LU students to sign up and will not affect the quality of the course.
- Each class is on once a week for 90 minutes each.
- Most classes this term are in-person classes, however the Intermediate level 3 class will be an online class via Lancaster University's recommended software, Microsoft Teams. To get the most out of the class, you will need a computer with a fully working camera and microphone.

You don't need to have a Microsoft Teams account to join the course as you will receive the link to join the class shortly before the course begins.

- There will be no formal assessment or 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.



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- You may also be asked to purchase a textbook for the course you have signed up for. You can find this information on our website:  
<https://www.lancaster.ac.uk/confucius-institute>
- If you successfully complete 70% of the course (ie attend a minimum of seven 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 or difficult. However, we recommend contacting us prior to the start of the class if you are unsure of your level.