Congratulations on your admission to the Summer 2017 Intensive Chinese Language or Chinese Studies program in Beijing, China! A very exciting and rewarding experience awaits you--one that surely will be among the most formative and memorable of your life. This handbook supplement is intended to complement the materials provided to you by CET, and to provide you with U-M-specific information about the program. Please read it carefully before you leave and take it with you to China for future reference.

PROGRAM OVERVIEW

As a University of Michigan student participating in one of the two CET summer programs in China, you will remain registered at U-M, and at the same time be enrolled in classes at CET.

While in Beijing, you will be subject to the same academic requirements as all other participants. Course enrollments, housing, on-site orientation, and program activities will all be handled by the CET on-site faculty director and staff, while you will be responsible for making travel arrangements.

**Intensive Chinese Language:** Students take one intensive language course in Mandarin while studying in the heart of Beijing. “Intensive” is the operative word, students will be expected to participate in a language pledge that is taken very seriously and much of their cultural activities will revolve around language practice and skill building. Students on this program have the option to live with host families for full immersion in the language and culture. However, the program is built to help students quickly acquire language skill and even beginners find that the intensive nature of the experience affords them an expedited introduction that prepares them for the next level of language much more quickly than a semester on campus.

**Chinese Studies:** Students will enroll in one mandarin language course and one elective course. A choice of 6-9 elective courses in the humanities or social sciences will be offered for the summer. Students will also have the option of participating in a 2 credit internship placement. These internships offer students the opportunity to gain experience in international markets, learn cultural norms and practices in a hands on way, and build their skills and resume while studying.

For both programs, many excursions and cultural activities will be planned throughout your time in Beijing. Small class sizes and personal attention to “meet you where you are” is a trademark of CET programs. On-site staff will be there to get to know you, help you get the most out of your experience, and provide assistance in any emergency.

IMPORTANT DATES

The calendar is set by CET, and they will provide you with information about mandatory arrival dates and beginning / end dates of program. CET requires that students arrive on or before the start date of the program and that they remain until after their last scheduled exam. Late arrivals, early exams, or early departures are not permitted. As a U-M student participating in the program, you will be subject to these same requirements.

Details will be provided by CET in pre-departure materials.

ACADEMICS

Please refer to the CET website for specific course and academic information.

[Chinese Studies](#)
[Intensive Chinese Language](#)

ACADEMIC ARRANGEMENTS
You will remain registered at U-M while participating in the program. You will need to register for the Summer half-term on Wolverine Access; you should register for 6 credits of STDABRD:

Chinese Studies: **STDABRD 325**

Intensive Chinese Language: **STDABRD 250**

This is the only course you will be registered for while you are away, and it serves as a “place holder,” maintaining your status as a fully-enrolled student at U-M.

Once you have completed your program in China, CET will provide CGIS with a transcript of your work there and CGIS in turn will update your Michigan academic record. Course titles, credits, and grades will all appear on your U-M transcript.

**LSA students** will receive in-residence credit for their coursework and the grades **will** factor into your overall U-M GPA.

**Non-LSA students** should check with their home schools to determine what type of credit they will receive for the program and whether the grades will factor in to your overall U-M GPA.

At the start of the program, **all** students will take a language placement exam. The exams are designed to be a guide for proper language class level placement. It is important to have met with a U-M general and/or concentration advisor prior to traveling to China and made a preliminary selection of courses. If, based on the results of this placement test, course choices change from what you had originally discussed with your advisor, we strongly recommend that you contact your U-M advisor by email to let them know of these changes.

**PASS/FAIL**

CGIS students are allowed to take courses pass/fail on the program, according to LSA pass/fail guidelines ([http://www.lsa.umich.edu/advising/policies/passfraslfail](http://www.lsa.umich.edu/advising/policies/passfraslfail)), but please note that many departments will not allow you to apply pass/fail courses to major or minor requirements.

If you plan to take a course or courses on a pass/fail basis, submit the Pass/Fail form to your CGIS Advisor via e-mail within 2 weeks of the start of classes.

You can locate the form in your M-Compass account under “Documents”

**CONTINUING CHINESE LANGUAGE STUDY AT THE UNIVERSITY OF MICHIGAN**

Students who wish to receive credit for Chinese language, or who plan to continue their study of Chinese language at Michigan, will be required to take a language placement test, administered by the Department of Asian Languages and Cultures, once they return to campus:

[http://www.lsa.umich.edu/asian/languageprograms/placementproficiencytests](http://www.lsa.umich.edu/asian/languageprograms/placementproficiencytests)

**Special Note:** if you enroll for more than the equivalent of 9 U-M credits while in Beijing, you will be charged additional tuition back at U-M when the grades are posted to your account (extra tuition charges apply for courses taken in Beijing just as in Ann Arbor).

**WHO TAKES CARE OF WHAT?**

CET is responsible for students’ acceptance decisions, providing general instructions on obtaining a student visa, on-site orientation, program academics, and arranging housing. CGIS assists students in
preparing to study in Beijing, provides support services while they are abroad, and processes the academic results from study in China for the students’ U-M academic records. Each student is responsible obtaining a passport, for making their own travel reservations (unless they use the optional CET group flight), and for returning required documents and forms to the appropriate office. The CET predeparture materials contain useful information about appropriate behavior and cultural expectations in China, handling money while in China, as well as suggestions about packing (and what to leave at home) and information about general and academic policies for the programs in Beijing.

BEFORE YOU GO: TRAVEL, MONEY, AND VISAS

FLIGHT

CGIS does not make students’ travel arrangements or require that students take a group flight. It is your responsibility to make travel reservations to arrive at the CET program location in time for the program. CET offers an optional group flight to Beijing. If you would like to purchase a ticket on that flight, please follow the instructions provided by CET.

BILLING

You will pay CET directly for the Program Fees; CET will include payment instructions in their admissions materials. The only charge that will come through your U-M student account is the CGIS Administrative Fee. This will appear in your U-M student account and be due according to regular U-M tuition deadlines: http://www.finance.umich.edu/finops/student/billing/duedates

VISA

U.S. citizens must obtain a study visa in the U.S. prior to departure. CET provides instructions and recommendations for US citizens on their website and in their pre-departure materials. You will be able to submit your completed visa application to CET and they will assist you in the visa application process.

Non-US citizens must contact the Chinese Embassy nearest their permanent residence to determine their particular requirements for a student visa to enter China.

MEDICAL COVERAGE FOR UNIVERSITY OF MICHIGAN STUDENTS: INSURANCE

All University of Michigan students will be automatically enrolled in the mandatory HTH Worldwide health insurance through U-M. For details of your coverage, please refer to the CGIS General Handbook, the UHS website: http://www.uhs.umich.edu/tai/ , and the HTH website: www.hthstudents.com.

A FINAL WORD

Enjoy your time abroad. You’ll find you have more independence than at Michigan, and this can enable you to pursue interests and take advantage of opportunities that might not present themselves here. If there is anything our office can do to make your stay easier, please let us know.
CONTACT AND EMERGENCY INFORMATION

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CET Program Contacts

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CET Chinese Language Program
Feng Yu, Director
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EMERGENCIES

Contact your local program/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan to let us know of the situation as soon as you are able. The University of Michigan Department of Public Safety has a 24 hour number which is (734) 763-1131. They will then contact the necessary on-campus offices, including CGIS, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly. To contact HTH Worldwide in the event of an emergency, call 1-800-257-4823 or globalhealth@hthworldwide.com.