

## Registration of Additional Languages Courses

1. The following additional language courses are offered in the **academic year 2020-2021**:

### Term 1, 2020-2021

#### i) Credit-bearing courses

FRE1102 French I  
JAP1102 Japanese I  
JAP1202 Japanese II  
JAP1302 Japanese III  
KOR1102 Korean I  
KOR1202 Korean II  
SPA1102 Spanish I  
SPA1202 Spanish II

#### ii) Non credit-bearing courses

FRE1101 French (Beginner Level)  
JAP1101 Japanese (Beginner Level)  
SPA1101 Spanish (Beginner Level)

### Term 2, 2020-2021

#### i) Credit-bearing courses

FRE1102 French I  
FRE1202 French II  
JAP1102 Japanese I  
JAP1202 Japanese II  
KOR1102 Korean I  
KOR1202 Korean II  
SPA1102 Spanish I  
SPA1202 Spanish II

#### ii) Non credit-bearing courses

FRE1101 French (Beginner Level)  
JAP1101 Japanese (Beginner Level)  
JAP1201 Japanese (Post-beginner Level)  
JAP1301 Japanese (Intermediate Level)

2. CEAL's additional language courses are **for beginners ONLY**. Students who have already studied French, Japanese, Korean or Spanish require the instructor's approval during the Add-drop Period before being fully enrolled in the relevant language class.

3. Students are not encouraged to take these courses if their term credit load of the other courses is 18 or above.
4. If a course is full, students can keep checking the Banner system and they can add their names to the course on a first-come-first served basis when other students drop the course.

**Non credit-bearing courses:**

1. The on-line registration of additional language courses is subject to further confirmation by individual instructors in class during the Add-drop Period. Students will be given a letter of confirmation which will tell them to pay the tuition fee of the course within seven working days. If students fail to do so, their names will be deleted from the Banner System by the Registry.
2. Students who are accepted into non credit-bearing additional language courses will be required to pay a tuition fee of HK\$900. Upon completion of the course, a refund of tuition fee will be made to students as follows:
  - If students successfully complete the course (including passing the course) with an attendance record of 80% or more, they will be refunded HK\$400.
  - If students do not complete the course, there will be no refund.
3. For non credit-bearing courses, the grade of “M” (Merit), “S” (Satisfactory) or “U” (Unsatisfactory) will be listed in students’ assessment records and transcripts. A “U” (Unsatisfactory) grade will be awarded to students who do not meet the attendance requirement or the course requirements. Please note that the “U” grade will not affect a student’s GPA, but will appear on the transcript.

**Credit-bearing courses:**

1. Students will be awarded course grades ranging from Grade A to F according to the grading system of the undergraduate programmes.