

MANDARIN CHINESE BACHELOR IN ARTS XIAN

INSTITUT PEÑA

• FIDES • SAPIENTIA • VIRTUS •



- Begin or deepen the study of the Chinese mandarin language.
- Choose a training adapted to its level and at its pace.
- Improve the quality of your written and speaking mandarin Chinese.



Send the complete file :

- by e-mail : admission@institutpena.com
- by mail : Institut PEÑA
26, chemin des Pins
64300 SAINTE SUZANNE
FRANCE

Founded in 1992, Xi'an International University is located in the Xi'an's zone of high technology industrial development on a 135 hectares campus with 22 departments and 96 programs (economy, literature, management, engineering, agriculture, medicine, law...) and offer different levels of higher education where 40000 students study.

Institut PEÑA private educational establishment of higher education founded in 2010 in France to promote quality trainings in France and abroad in the fields of languages, arts, social sciences, economy and management to students eager to obtain a level of higher education.

Partnership between Xi'an International University and Institut PEÑA meets the needs for specialists trainings and allows you to acquire a true practical competence of the Chinese language and China to be essential to the companies needing qualified personnel.

I. Prerequisites

The concerned public are the healthy adults over 18 years old and under 35 years old who want :

- ✓ To learn about a living language ;
- ✓ To update their knowledge or deepen them ;
- ✓ To enrich their knowledges.



II. Levels and training programs

Bachelor of Chinese language duration : 4 years, six training semesters and two semesters internship specialization in companies in the field of industry wished by the student.

The focus of this Bachelor is on the development of a high level of oral language proficiency for daily communication as well as competency in reading, writing and listening skills. Graduates also gain knowledge of Chinese society, culture and business etiquette, and will be able to interact appropriately with Chinese nationals in a variety of situations, including the workplace.

The Bachelor of Arts in Chinese prepares students for careers in service industries such as tourism and hospitality, banking and finance, import and export, diplomacy, and many other professions where proficiency in Chinese language and culture is required.

Bachelor of Chinese Language : 180 ECTS.

The class average size : 15 students.

| BACHELOR 1 : CHINESE ELEMENTRY LEVEL | | |
|---|--------------|-------------|
| Lessons | Hours | ECTS |
| CHI111 Elementary Chinese level A | 90 | 9 |
| CHI112 Elementary Spoken Chinese level A | 60 | 6 |
| CHI113 Elementary Listening Chinese level A | 60 | 6 |
| CHI114 Elementary Reading Chinese level A | 60 | 6 |
| CHI601 Geography of China | 24 | 3 |
| CHI121 Elementary Chinese level B | 90 | 9 |
| CHI122 Elementary Spoken Chinese level B | 60 | 6 |
| CHI123 Elementary Listening Chinese level B | 60 | 6 |
| CHI124 Elementary Reading Chinese level B | 30 | 3 |
| CHI125 Elementary Writing Chinese level B | 30 | 3 |
| CHI608 History of China I | 24 | 3 |

Audience

Students who have no prior experience in learning Chinese or know ± 300 Chinese expressions, have learned pinyin and mastered a small vocabulary but cannot express in fluent and complete sentences. Training program focus on teaching basic Chinese phonetic, vocabulary, sentence structures and grammar using everyday topics. Phonetics, tone exercises and drills ensure that you quickly attain correct pronunciation, intonation, and adequate writing of basic characters

Objectives

Students will master 1200 Chinese characters, HSK3 grammar and carry on basic conversation. Students should be able to solve common problems encountered in daily life using the language knowledges and skills acquired in class. Students will know the language proficiency to survive in a Chinese-speaking world.

| BACHELOR 2 : CHINESE ELEMENTRY LEVEL | | |
|---|--------------|-------------|
| Lessons | Hours | ECTS |
| CHI211 Intermediate Chinese level C | 90 | 9 |
| CHI212 Intermediate Spoken Chinese level C | 60 | 6 |
| CHI213 Intermediate Listening Chinese level C | 60 | 6 |
| CHI214 Intermediate Reading Chinese level C | 60 | 6 |
| CHI609 History of China II | 24 | 3 |
| CHI221 Intermediate Chinese level C | 90 | 9 |
| CHI222 Intermediate Spoken Chinese level C | 60 | 6 |
| CHI223 Intermediate Listening Chinese level C | 60 | 6 |
| CHI224 Intermediate Reading Chinese level C | 30 | 3 |
| CHI225 Intermediate Writing Chinese level C | 30 | 3 |
| CHI230 Chinese in workplace | 24 | 3 |

Audience

Students who know more than 1200 Chinese expressions, and understand elementary Chinese grammar. Students are able to conduct conversations about common topics in relatively well organized paragraphs. Classes build on basic knowledge of Chinese, will increase the level of grammar and vocabulary, which enables students to express functionally in different contexts.

Objectives

Students will master 2500 Chinese characters and HSK5 grammar, and will have learned how to express themselves usually in Chinese in various contexts and are ready to work in China.

| BACHELOR 3 : CHINESE ADVANCED LEVEL 1 + INTERNSHIP | | |
|---|--------------|-------------|
| Lessons | Hours | ECTS |
| CHI311 Advanced Chinese level E | 90 | 9 |
| CHI312 Advanced Spoken Chinese level E | 60 | 6 |
| CHI313 Advanced Listening Chinese level E | 60 | 6 |
| CHI314 Advanced Reading Chinese level E | 30 | 3 |
| CHI315 Advanced Writing Chinese level E | 30 | 3 |
| CHI606 Chinese Religion | 30 | 3 |
| CHI620 Study market in China | 30 | 3 |
| CHI621 Chinese Business Management | 60 | 10 |
| CHI318 Business Chinese | 30 | 5 |
| Internship + report | 3 months | X |

Audience

Students who know more than 2500 Chinese expressions, able to hold a conversation, ask complex questions, and express their opinions clearly by employing a correct intonation.

Objectives

Students will master 3800 Chinese characters, HSK6 grammar, and carry on basic conversation in fluent Chinese using more complicated sentence structures. They will have the language proficiency to take the undergraduate courses on various subjects in Chinese universities and work in a Chinese company.



BACHELOR 4 : PROFESSIONAL INTERNSHIP ONE ACADEMIC YEAR

III. Mandarin Chinese training Educational organization

- Training program include all aspects of language :
 - ✓ Speaking and phonetics.
 - ✓ Listening.
 - ✓ Reading and understanding.
 - ✓ Writing, bushou learning.
 - ✓ Grammar, vocabulary, exercises.
- Each class week :
 - ✓ 20 hours Chinese language courses Monday to Friday from 08:00 to 17:00.
 - ✓ 20 hours language training means 20-25 hours weekly homework beside classes.
 - ✓ Class growth 12-15 students.
- One academic year training begins every September, lasts two semester periods of study and finishes next year at the end of June.
- Number of credits granted for the training : 180 ECTS (Bachelor).
- Age of the students : from 18 to 40 years.
- Each student has to provide a valid health-repatriation-responsability insurance certificate covering the duration of the stay.

IV. Administrative organization

Choice of training level

Supply the copy of the certificate giving evidence of your Mandarin Chinese level for applying in Intermediate or Advanced Mandarin Chinese academic year.

The true knowledge of the writing of 1200 basic Chinese characters and elementary grammar is a compulsory prerequisite for the Intermediate (if you know only the writing of the pinyin, the phonetic pronunciation, you have to choose a registration in elementary level).

Registration

Application deadline 30/05/2012.

Semester 1 : 03/09/2012 - 19/01/2013.

Semester 2 : 04/03/2013 - 29/06/2013.

Student's orientation : 01/09/2012 - 02/09/ 2012.

No later registration will be accepted.

Your registration file :

1. The entirely informed registration form.
 2. A copy of your passport (valid six months after training's end).
 3. A copy of your last degree and 8 colour photos (4,5 cm x 3,5 cm).
 4. A copy of the receipt showing that you have paid the application fee.
 - (5.) A copy of your health-repatriation-responsability insurance covering the duration of your stay.
- Document should be provided before your arrival in China.

V. Training prices

| Training | Price |
|-----------------|---------|
| Application fee | 200 € |
| Bachelor 1 | 3350 € |
| Bachelor 2 | 3350 € |
| Bachelor 3 | 3350 € |
| Bachelor 4 | 3350 € |
| Total Bachelor | 13600 € |

Other costs :

- textbooks ±180 €/year,
- medical health insurance if you do not have ±200 €/year,
- residency permit and medical exams : ±100 €,
- Xian airport or railways station pick-up : 60 €.

VI. University campus accommodation



| | Twin room | Single room |
|-------------------------------------|-----------|-------------|
| Accommodation 01/09/2012-31/08/2013 | 3600 € | 6000 € |

Each room has a kitchen fully equipped (cooking, microwave, fridge).

VII. University canteens

The daily spending to take three meals (breakfast, lunch and diner) in the university canteens of the campus is about 40 RMB (that is ±5 €). The average price of a meal in a fast food (KFC, Mac-Donald) is about 25 RMB.

It is necessary you plan to spend 5 RMB/day to buy some mineral water (in China the tap water is not drinkable).

The campus has a small supermarket opened from 07:00 to 21:00.



VIII. Registration modalities

You must be over 18 years and less than 40 years old before the beginning of the training.

1. Send the complete registration form with the copy of the training's application fee payment.
2. You will receive a registration confirmation one week after we received bank statement of application fee's payment.
3. Two months before the beginning of the training, we take delivery of the JW202 form authorizing you to study in China delivered by Xi'an's public Security Office.
4. You will pay your training (and accommodation) and receive your JW202.
5. One month before your training you will receive your invitation letter and JW202 form to apply for a student visa in a Chinese consulate. When applying for your visa, please remember to bring along with you your valid passport (validity at least 6 months after the training's end), the original copy of the university's admission notification, accommodation's booking, your health insurance certificate for your stay in China and one 4,5cm x 3,5cm photo.
6. You will ask for a student visa in a Chinese Consulate.
7. One week before your arrival you let us know your flight details to estimate your arrival time on campus.

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REGISTRATION INSTRUCTIONS FOR USE

This document is conceived to facilitate your registration.
Thank you for following the following advices, stage by stage.

NB : Before sending your application, please check application's deadline of the requested training.

Stage 1 : Read carefully the training's notice

The descriptive Notice of your training.

Stage 2 : Fill legibly the application's forms

Application Form.
Any other requested document.

Stage 3 : Send your complete and signed file

Please verify that you joined all the requested documents with your registration form (passport, diploma, payment, health insurance certificate copies).

Stage 4 : You will receive admission documents for your training

A registration confirmation with :

- An admission letter,
- A campus accommodation booking certificate (if booked),
- A JW 202 form for a student visa.

Send the complete file :

➤ by e-mail : admission@institutpena.com

➤ or by post : Institut PEÑA
26, chemin des Pins
64300 SAINTE SUZANNE
FRANCE

留学生入学申请表

INSTITUT PEÑA APPLICATION FORM

照片 Photo

1 - Student

| | |
|----------------------|--|
| 姓 First name | |
| 名 Last name | |
| 出生日期 Birth date | |
| 出生地点 Birthplace | |
| 性别 Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| 婚否 Marital status | <input type="checkbox"/> Married <input type="checkbox"/> Single |
| 护照号码 Passport number | |
| 有效期至 Valid until | |

| | |
|-------------------------|--|
| 通讯地址及电话 Mailing Address | |
| 街道及门牌号码 N° & Street | |
| 邮政编码 Zip code | |
| 省 City | |
| 国家 Country | |
| 电话号码 Phone | |
| 手机号码 Mobile phone | |
| 电子邮件地址 E-mail | |

2 - Previous Study

| | |
|--------------------|--|
| Last degree | |
| Level of education | |

3 - Training

| Training | Code | Price € |
|---|------|---------|
| Application fee | | |
| <input type="checkbox"/> CESL <input type="checkbox"/> DESL <input type="checkbox"/> Summer campus <input type="checkbox"/> DIF <input type="checkbox"/> Bachelor | | |
| Total | | |

4 - Campus accommodation

| Accommodation | Arrival | Departure |
|--|---------|-----------|
| <input type="checkbox"/> Single room 2012 | | |
| <input type="checkbox"/> Twin room 2012 | | |
| Payment on campus according to current price listed on the training brochure | | |

5 - Method of payment

| | | |
|--|----|---|
| Bank wire transfer | To | PENA LIMITED <i>You should pay all the expenses</i> |
| | | Beneficiary : PENA LIMITED |
| Join the receipt's copy to the registration form | | Bank : Hongkong and Shanghai Banking Corporation Causeway Bay Branch |
| Specify the name and the first name of the subscribers | | Address : HSBC Causeway Bay Branch, 1/F, Causeway Bay Plaza II, 463-483 Lockhart Road, Causeway Bay, Hong Kong |
| | | Account number : 809-643281-838 |
| | | Bank Identifier Code (SWIFT code) : HSBCHKHCHK |

6 - Commitment

I am willing to study in Institut PEÑA. I pledge the following terms during my study :

1. I will abide by the laws of the People's Republic of China.
2. I will not engage in activities bearing no relation with my studies in China.
3. I will study industriously and observe all rules and regulations of Institut PEÑA.
4. I will pay all expenses on time.

I hereby affirm that

- (1) All the information in this form is true and correct.
- (2) I shall abide by the laws of the Chinese Government and the regulations of Institut PEÑA.

I state to have taken knowledge and to accept :

- conditions of delivery of Institut PEÑA's trainings,
- contents of the descriptive note of the selected training.

Date

Signature

TERMS AND CONDITIONS

Clause 1 Registration, contracting party and minimum age

To register you must be 18 years old and under 65 for Summer campus training and under 50 years old for academic trainings (Semester, Year, Bachelor), use the registration form on www.sinolingua.org or www.institutpena.com, and send this as early as possible to Institut PEÑA. First and family name must be entered as shown in the passport.

On confirmation of the registration by Institut PEÑA, the contract shall be deemed to have been concluded, and the registration shall be binding. The course participant shall be deemed to be a Institut PEÑA contracting party, provided he or she is 18 years old or more.

The course participant shall be defined as the person who takes part, or intends to take part, in the language course that is the object of this contract.

You confirm by your signature that all information given on the registration form is correct.

Clause 2 Information provided on registration

The course participant (contracting party) hereby expressly confirms that the information provided at the time of registration for the language course shall correspond with the truth, and accepts that he or she may be expelled forthwith from the language course at any time should said information prove to be a misrepresentation (e.g. advanced level student who select a start date on which no advanced level' courses are available). In such an event the course fees shall not be refunded in any way, not even on a pro-rata basis. Potential participants who are unsure of their language level should tell their Institut PEÑA adviser that they wish to take a language level test.

Clause 3 Terms and conditions of payment

Upon receipt of the course confirmation a down payment of EUR 100 per participant, as well as the premiums for the training cancellation insurance and/or travel insurance are due (insurance subscription at registration only). The remaining course and respective accommodation fees are due eight weeks prior to starting the course. The fees shall be deemed as effectively paid only once they have been paid into the account specified by Institut PEÑA in the confirmation of registration.

Clause 4 Delay in payment

Should payment not be made by the aforementioned date, the contracting party shall be deemed to be in default. In such an event Institut PEÑA shall not be obliged to admit the course participant to the language course. The existence of a claim on the part of Institut PEÑA shall remain unaffected by the above. Institut PEÑA may claim damages in accordance with clause 10.

Clause 5 Proof of payment

At the start of the course the course participant shall provide proof of payment of the course fees and, where applicable, of the accommodation and other fees. Should the course participant be unable to present such proof, he or she shall not be admitted to classes or accommodation. In such an event Institut PEÑA' claims shall remain unaffected.

Clause 6 Enrolment fee

An enrolment fee shall be charged and shall not under any circumstances be refundable.

Clause 7 Change fee

If you request a change of type of accommodation, change can be made until eight weeks before commencing the course, if available.

Clause 8 Passport and visa requirements

Institut PEÑA does not deal with visa application procedures for the People's Republic of China for its students. Please familiarise yourself with Chinese visa requirements and make the necessary arrangements. Your passport must be valid 6 months after's training end and include four free pages. Institut PEÑA is not responsible for the allocation of visas and any possible refusal of visas which only depends of the of the People's republic of China Consulates.

The student has sole decision whether to subscribe or not cancellation insurance for the plane ticket and Institut PEÑA training offers and can not be held liable for any damages related to a visa refusal. Institut PEÑA agrees to post documents to apply for a student visa by registered letter as soon as available from the Beijing Public Security Bureau responsible for their emission at least six weeks before the course starts to ensure proper receipt. Institut PEÑA is not responsible for the postal services and accepts no liability if the documents reach you more than one week after sending.

Clause 9 Obligations of the course participant

The course participant shall be responsible for choosing a language course that corresponds to his or her abilities. The course participant undertakes to attend the course personally, to arrive punctually and to take part in lessons. Should irregular attendance or other behaviour of the participant break the law or cause a disturbance to other participants or campus regulations, Institut PEÑA reserves the right to expel the participant from the course. In such an event the course fees shall not be refunded in any way, not even on a pro-rata basis.

Clause 10 Withdrawal prior to the start of the course

The contracting party may send written notification of withdrawal prior to the start of the course, without any statement of reasons. If such written notification is received by Institut PEÑA 3 months before commencement of the course, all payments already made to Institut PEÑA in connection with the present contract shall be refunded to the contracting party, with the exception of the enrolment fee and insurance premiums.

If written notification is received by Institut PEÑA less than 3 months in advance, but in any case no later than 5 p.m. (CET) on the last Friday before the commencement of the course, an invoice shall be issued for the enrolment and, if applicable, the accommodation placement fee, the insurance premiums, school fees for one month and accommodation fees for one week, if applicable. The reimbursements will be made within 6 weeks after receipt of the withdrawal. The time of receipt of the notification of withdrawal at Institut PEÑA shall determine the date of withdrawal. If the notification arrives on a Saturday, Sunday or a general public holiday in France, the next working day shall be the official day of receipt.

For student residences, the respective General Terms and Conditions of the third parties providing such accommodation apply.

Clause 11 No-show or withdrawal from the language course, failure to attend individual parts

Should the course participant fail to attend the language course, withdraw from the course, or not take up individual parts thereof, such as individual lessons, he or she shall not be entitled to claim

any reimbursement.

Clause 12 Cancellation and /or change of accommodation after course start

Accommodation may be terminated or changed, subject to two months' notice ending on a Saturday. Notice of termination shall be sent in writing to Institut PEÑA exclusively. A change fee of EUR 30 will be charged. Should the course participant leave their accommodation before the end of the period of notice, the full price for the accommodation up to the end of the cancellation period remains payable.

Clause 13 Complaints and liability

The course participant shall make complaints without delay to the local school administration or to Institut PEÑA in France. (Any complaint concerning services provided by a third party should be addressed to the third party.)

If Institut PEÑA is not able to remedy the situation within a reasonable period, the course participant may take steps to remedy the situation him or herself, and Institut PEÑA shall refund the cost, against receipts, in so far as legal and contractual liability requires. This procedure does not restrict the participant's right to pursue other legal solutions. Any requests for refund should be made by registered letter to France within one week of the agreed termination of the course. After this period, all types of claims under any legal title shall no longer apply and be forfeited.

Institut PEÑA shall be liable for its own performances in accordance with these General Terms and Conditions and statutory regulations but not in the case of ordinary negligence; for package deals, liability in case of claims other than for personal injury shall be limited the package price. Liability is limited to the immediate damage. Institut PEÑA shall not be liable for the loss, destruction, etc. or misuse of valuables, cameras and video cameras, etc., mobile phones, credit cards, cash, etc. Institut PEÑA shall also not be liable for lost holiday time, experienced frustration, etc. Institut PEÑA shall not be liable in the case of poor or non-performance of services provided by a third party. For any non-contractual liability the statutory regulations shall apply, with any liability limitations and exclusions of these General Terms and Conditions of Business having priority over statutory regulations.

Clause 14 Insurance

Institut PEÑA strongly recommends you take out travel cancellation insurance and training cancellation insurance and third party indemnity insurance. Insurance premiums are not included in the course fees, shall be invoiced separately and are not refundable.

Each student must subscribe health, repatriation, civil liability insurance covering the entire duration of his/her stay in China and provide a copy prior to departure to Institut PEÑA. Failing to provide this copy, Institut PEÑA means will cancel student's registration without prejudice.

Clause 15 Minimum number of participants

Where the minimum number of 5 students required for each language course has not been reached, Institut PEÑA shall inform the participant at least 6 weeks before the course's start.

Where Institut PEÑA is unable to offer the participant an alternative language course, Institut PEÑA shall reimburse any paid fees. The contractual partner shall not be entitled to make any claims for having been inconvenienced or for other damages. In exceptional cases, Institut PEÑA may also run courses with less than 5 participants.

Clause 16 Changes to prices, dates or programmes

Provided that no confirmation of registration has been issued, Institut PEÑA shall have the right at any time to change the dates and prices published in the course schedule, on the Internet or elsewhere. On conclusion of the contract, Institut PEÑA may amend the published programme of services, provided such amendments are unavoidable and negligible, and are made in good faith and do not affect the overall style of the course. If material changes are made to key services, the contracting party shall have the right to withdraw from the contract or to request to join an equivalent language course, where Institut PEÑA is able to offer him or her such a course. Institut PEÑA shall immediately notify the contracting party of any such amendment. The contracting party must exercise his or her rights immediately after receipt of such notification from Institut PEÑA. Institut PEÑA shall be entitled to increase its prices after signing of the agreement and up to three weeks before the start of the course for the following reasons : increases in cost of transportation, increases in charges for certain services, VAT, fluctuation in exchange rate, official price increases, introduction or increased official charges. In the case of such an increase, the price can be adapted and increased accordingly. In the case of price increases of over 10 %, the contractual partner shall have the same rights as in the case of a considerable change of one of the key performances.

Any changes to the program or performances during the language course due to unforeseeable or unpreventable reasons are permissible, provided the overall content of the program remains unchanged.

Institut PEÑA retains the absolute right to assign or re-assign participants to classes in accordance with their language skills or to implement any other measures required for the correct operation of the school.

Clause 17 Data protection

We only record your personal data by Institut PEÑA, France. The received information shall remain within Institut PEÑA and is not made available to third parties or other organisations.

Your information is passed on to :

- book your accommodation (campus foreign students residence) ;
- book a course or a service on your behalf that is provided by a Institut PEÑA partner company (i.e. partner schools, travel insurance, universities, travel company, on-job training).

In certain cases, we are obligated to submit your information to the authorities (immigration authorities).

Clause 18 Contracting parties / guarantee

The contract is concluded between the contracting party as defined in Clause 1 and the Institut PEÑA. This contract is subject exclusively to the law of Hong Kong for training in China, and French law for the management of the application form.

I, the undersigned :

certify acceptance, after having read all the terms of sale and settlement of Institut PEÑA and its training partners.

Date :

Signature preceded by the handwritten words "read and approved without reservation"