

MANDARIN CHINESE SEMESTER TRAINING  
+ 3 MONTHS INTERNSHIP BEIJING

# 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](mailto:admission@institutpena.com)
- by mail : Institut PEÑA

26, chemin des Pins  
64300 SAINTE SUZANNE  
(FRANCE)

## I. Levels and training programs

The certificate of competence in Mandarin Chinese is a certificate of private institute of higher education materializing an academic semester of training in Mandarin Chinese and the acquired linguistic capacity in Mandarin Chinese by a student.

CESLCH in Chinese Mandarin are obtained in 1 academic semester training per level and (30 ECTS). Each semester training is independent. There are 4 levels : elementary A, intermediate B, intermediate C, and advanced D.

At the beginning of the courses the level of the participants is evaluated to establish their ability and to check that they take part in the level which corresponds to them. There are written and oral tests.

### Certificate of Mandarin Chinese elementary level A (CESLCH-A)

Lessons	Hours	Credits
CHI111BJ Elementary Chinese level A	112	14
CHI112BJ Elementary Spoken Chinese level A	56	8
CHI113BJ Elementary Listening Chinese level A	28	4
CHI114BJ Elementary Reading Chinese level A	28	4

#### Audience

Students who have no prior experience in learning Chinese or know  $\pm 150$  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 participants quickly attain correct pronunciation and intonation. Moreover, students learn the Chinese radical system, and the adequate writing of the basic characters

#### Objectives

Students will master 350 Chinese characters, HSK2 grammar and be able to carry on basic conversation in Chinese. Students should be able to solve common problems encountered in daily life using the language knowledges and skills acquired in class.

### Certificate of Mandarin Chinese intermediate level B (CESLCH-B)

Lessons	Hours	Credits
CHI121BJ Intermediate Chinese level B	112	14
CHI122BJ Intermediate Spoken Chinese level B	56	8
CHI123BJ Intermediate Listening Chinese level B	28	4
CHI124BJ Intermediate Reading Chinese level B	28	4

### **Audience**

Students who know more than 350 Chinese expressions, basic Chinese grammar rules, commonly used sentence patterns and express in simple phrases on daily topics. Phonetics, tone exercises and drills ensure that participants quickly attain correct pronunciation and intonation. Students begin to write simple texts in Chinese.

### **Objectives**

Students will master 700 Chinese characters, HSK3 grammar, and be able to carry on basic conversation in Chinese. Students should be able to solve common problems encountered in daily life using the language knowledges and skills acquired in class. Students will have the adequate language proficiency to survive in a Chinese-speaking world.

### **Certificate of Mandarin Chinese intermediate level C (CESLCH-C)**

<b>Lessons</b>	<b>Hours</b>	<b>Credits</b>
CHI211BJ Intermediate Chinese level C	112	14
CHI212BJ Intermediate Spoken Chinese level C	56	8
CHI213BJ Intermediate Listening Chinese level C	28	4
CHI214BJ Intermediate Reading Chinese level C	28	4

### **Audience**

Students who know  $\pm 800$  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 1300 Chinese characters and HSK4 grammar. Students will be able to carry on basic conversation in fluent Chinese using more complicated sentence structures.

### **Certificate of Mandarin Chinese advanced level D (CESLCH-D)**

<b>Lessons</b>	<b>Hours</b>	<b>Credits</b>
CHI221BJ Advanced Chinese level D	112	14
CHI222BJ Advanced Spoken Chinese level D	56	8
CHI223BJ Advanced Listening Chinese level D	28	4
CHI224BJ Advanced Reading Chinese level D	28	4

### **Audience**

Students who know  $\pm 1300$  Chinese expressions, elementary grammar and a sample of standard sentences. At the end of the program, listening, conversation, reading, drafting and translation exercises will have learned students to express themselves perfectly in Chinese in various 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.

### III. Mandarin Chinese semester 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 :
  - ✓ 16 Chinese language courses Monday to Friday from 08:00 to 17:00.
  - ✓ 16 hours training means 20-25 hours weekly homework beside classes.
  - ✓ Class growth 12-15 students.
  
- Number of credits granted for the training : 30 ECTS (1 academic semester).
  
- Age of the students : from 18 to 35 years.
  
- Each student has to provide a valid health and repatriation insurance certificate covering the duration of the stay.

### 3 months internship

You provide us your CV in English with a passport photo, and a motivation in English indicating the branch of industry wished for your internship.

Students are placed in a company corresponding to the desired branch of industry. They can be placed in one or more companies during the internship. Internship is generally not paid because it is part of a training but sometimes if the student gives satisfaction to the company a gratification can be granted.

Placements are determined by your English and Chinese level, the degrees of the candidate (if any), the availability of the offers, and the preference of the student.

On request of the company, the student abilities for the work will be evaluated. At the end of the internship the students will receive a letter of reference of the company.

We draw your attention to the fact that in China an “internship” in company for a foreigner who would be remunerated is regarded in China as a work and requires a visa of work.



#### IV. Administrative organization

##### Choice of training level

Supply the copy of the certificate giving evidence of your level of Chinese for applying in CESLCH-B, CESLCH-C, CESLCH-D levels modules.

The true knowledge of the writing of 350 basic Chinese characters and elementary grammar is a compulsory prerequisite for the CESLCH-B level (if you know only the writing of the pinyin, the phonetic pronunciation, you have to choose a registration in CESLCH-A level).

##### Registration

Inscriptions for semester training are closed two months before the starting date of the training (end of December for the Spring session).

No later registration will be accepted (date as postmark for the file sent by post).

##### 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 4 colour photos (4,5 cm x 3,5 cm).
4. A copy of your health-repatriation-responsability insurance covering the duration of your stay.
5. A copy of the receipt showing that you have sent the application fee.
6. A CV and motivation letter in English.

#### V. Training prices

Training	Code	Price €
Application fee	INS	150
INCESLCH A, B, C, D	INCESLCH	1500

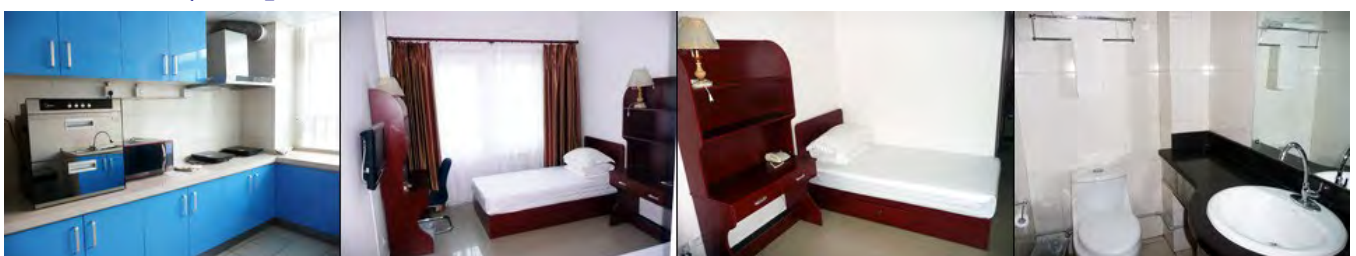
##### Other costs :

- textbooks ±60 € and,
- medical health insurance if you do not have ±150 €/semester,
- Beijing Capital airport pick-up : 75 €.

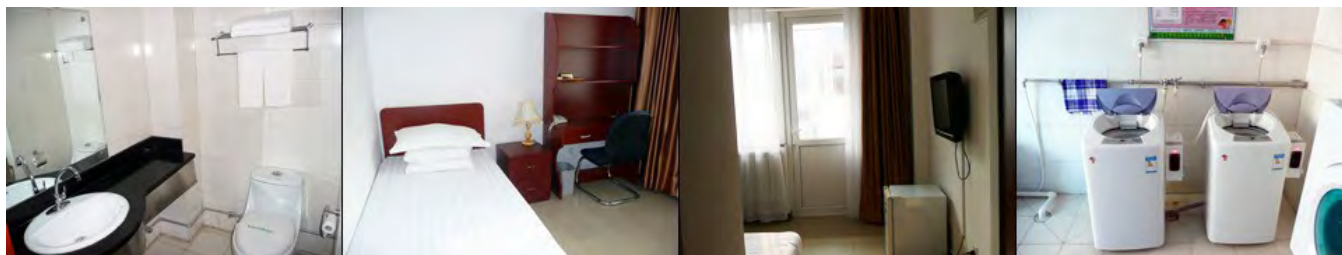
#### VI. Training calendar

Semester	Level	Orientation - start	End
Spring	CESLCH A, B, C or D	Monday 05/03/2012	Saturday 30/06/2012
Internship	Monday 02/07/2012 to Friday 28/09/2011		

#### VII. University campus accommodation



	Twin room	Single room
Price payment on arrival 02/03-30/09/2012	<b>1515 €</b>	<b>3030 €</b>
Price / day, monthly payment in advance	<b>8 €</b>	<b>16 €</b>



The students have access to a kitchen to prepare their meal if needed.

### **VIII. University canteens**

The daily spending to take three meals (breakfast, lunch and diner) in the university canteens of the campus is about 40 RMB ( $\pm 5$  €). The average price of a meal in a fast food (KFC, Mac-Donald) is about 25 RMB ( $\pm 3$  €).

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.



### **IX. Registration modalities**

You must be over 18 years and less than 35 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 letter after we received bank statement of application fee's payment.
3. At the latest two months before the beginning of the training, as soon as the public Security Office of Beijing gives it to us, we take delivery of the JW202 form authorizing you to study in China and ask for a student visa in a Chinese consulate.
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. One week before your arrival you let us know your flight details to estimate your arrival time on campus.

# INSTITUT PEÑA

• FIDES • SAPIENTIA • VIRTUS •

## 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](mailto: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		
<b>Total</b>		

### 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** *You should pay all the expenses*

**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](http://www.sinolingua.org) or [www.institutpena.com](http://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"