

Procedures for Course Registration in UIBE ----for Exchange Students (2020 Spring)

Courses are Provided by 3 Faculties/Schools:

1. School of International Education (SIE)
 - **Online** 6-H Chinese Course (Senior Exchange Student ONLY) begin: **Mar. 2nd**
 - **Online** 20-H Chinese Course (Senior Exchange Student ONLY) begin: **Feb. 24th**
 - Business & Economic Course (**Face to Face Teaching**): To be announced at the beginning of 2020 Spring semester
2. School of International Trade and Economics (SITE)
 - **Online** Course begin: **Mar. 2nd**
 - **Face to Face Teaching** Course: To be announced at the beginning of 2020 Spring semester
3. Business School (BS)
 - **Online** Course begin: **Mar. 2nd – Mar. 9th**
 - **Face to Face Teaching** Course: To be announced at the beginning of 2020 Spring semester

IMPORTANT:

The starting day of face-to-face teaching will depend on the school's official notification for returning to school.

For online course, we will try our best to guarantee a smooth transition between online course and face-to-face teaching to ensure that everyone can successfully complete the exchange study this semester.

For face to face teaching course, we will start course registration after the returning date is announced.

Course List, Syllabus, and Introduction

Please check Global Exchange and Experience Center's (GEEC) website for course list, syllabus, and introduction: <http://geec.uibe.edu.cn/ywsy/academics/CL/index.htm>

Course Schedule

Please check Global Exchange and Experience Center's (GEEC) website for course schedule: <http://geec.uibe.edu.cn/ywsy/academics/courseschedule/index.htm>

Course Registration Module (choose ONLY one module)

1. Up to 6 Business or Economic Courses (SIE, SITE, BS)
2. 6-hour Chinese course (SIE) + Up to 4 other Business or Economic Courses (SIE, SITE, BS)
3. 20-hour Chinese Course (SIE) + Up to 2 other Business or Economic Courses (SIE, SITE, BS)

Note: Please check with your home university and choose ONE module that best suits you.

How to Register

1. Online Course

A. School of International Education (SIE)

- 1) Refer to the 2020 Spring Academic Calendar for important dates.
<http://geec.uibe.edu.cn/ywsy/calendar/index.htm>
- 2) Download 2020 Spring Learning Agreement (Online Course) from GEEC website:
<http://geec.uibe.edu.cn/ywsy/academics/CR/index.htm>
- 3) Fill out the learning agreement with online Chinese courses you are enrolled for the semester in UIBE.
- 4) Print out and sign your learning agreement. Please make sure all changes must be made before you print it out.
- 5) Email your learning agreement (online course) to incoming.uibe2016@yahoo.com before **12:00 p.m., March 1st, 2020, Beijing Time.**
It is very important for you to submit your learning agreement through email. If you fail to do so, you will not be officially enrolled in any courses.
- 6) Check the final registration list from GEEC.

Note: Online 6-H Chinese Course and Online 20-H Chinese Course are a continuous study for senior exchange students who attended Chinese courses in Fall 2019. Online Chinese courses are currently not open to new exchange students.

B. School of International Trade and Economics (SITE)

- 1) Refer to the 2020 Spring Academic Calendar for important dates.
<http://geec.uibe.edu.cn/ywsy/calendar/index.htm>
- 2) Download 2020 Spring Learning Agreement (Online Course) from GEEC website.
<http://geec.uibe.edu.cn/ywsy/academics/CR/index.htm>

- 3) Fill out the learning agreement with online courses you will take for the semester in UIBE.
- 4) Print out and sign your learning agreement. Please make sure all changes must be made before you print it out.
- 5) Email your learning agreement (online course) to incoming.uibe2016@yahoo.com before **12:00 p.m., March 1st, 2020, Beijing Time.**
It is very important for you to submit your learning agreement through email. If you fail to do so, you will not be officially enrolled in any courses.
- 6) Check the final registration list from GEEC.

Note: You have ONE chance to change your learning agreement (online course), only if necessary, before 12:00 p.m., March 8th, 2020, Beijing Time. No change is allowed after March 8th, 2020. No negotiation.

C. Business School (BS)

- 1) Refer to the 2020 Spring Academic Calendar for important dates.
<http://geec.uibe.edu.cn/ywsy/calendar/index.htm>
- 2) Download 2020 Spring Learning Agreement (Online Course) from GEEC website.
<http://geec.uibe.edu.cn/ywsy/academics/CR/index.htm>
- 3) Fill out the learning agreement with online courses you will take for the semester in UIBE.
- 4) Print out and sign your learning agreement. Please make sure all changes must be made before you print it out.
- 5) Email your learning agreement (online course) to incoming.uibe2016@yahoo.com before **12:00 p.m., March 1st, 2020, Beijing Time.**
It is very important for you to submit your learning agreement through email. If you fail to do so, you will not be officially enrolled in any courses.
- 6) Check the final registration list from GEEC.

Note: No change is allowed after you submit your learning agreement for business school.

2. **Face to Face Teaching Course:** To be announced at the beginning of 2020 Spring semester.

Important:

- **Please check with your home university before submitting your learning agreement.**
- **Late submission is not accepted. No negotiation.**

Contact Information

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