

# **Procedures for Course Registration in UIBE**

## **----for Exchange Students (2021 Spring)**

### **1. Courses are Provided by 3 Faculties/Schools:**

- (1) School of International Education (SIE)
  - 6-H Chinese Course (For Zero knowledge student, might be canceled for unresistable reason) audition from March 8-12,officially begins from March 15.
  - 20-H Chinese Course : begin on March 1,interview is required.
- (2) School of International Trade and Economics (SITE)
  - Course begin: March 1
- (3) Business School (BS)
  - Course begin: March 8

### **2. Course Schedule and Syllabus**

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

### **3. 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.

## 4. How to Register

- (1) Refer to the 2021 Spring Academic Calendar for important dates.  
<http://geec.uibe.edu.cn/ywsy/calendar/index.htm>
- (2) Download 2021 Spring Learning Agreement 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 to [incoming@uibe.edu.cn](mailto:incoming@uibe.edu.cn) before 12:00 p.m., March 4, Beijing Time.
- (6) 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.
- (7) Check the final registration list from GEEC.

## 5. Contact Information

### **GEEC:**

Liu Zining

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### **Business School:**

Maggie REN

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**SIE:**

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**SITE:**

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UIBE-GEEC