

2022年秋季学期外国留学生汉语进修生招生办法
Chinese Language Trainees for International Students (Fall of 2022)

一、招生类别、专业及学习期限
(CATEGORIES, SPECIALTIES AND DURATION)

招生类别 Categories	学习期限 Duration of Study
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汉语进修生 Chinese Language Trainees 0.5-2年 0.5-2 Academic Years

二、申请时间和学习开始时间
(APPLICATION & COMMENCEMENT TIME)

申请时间 Application Time	学习开始时间 Study Commencement
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2022年5月01日—6月10日
May 1 to June 10, 2022

2022年9月
September of 2022

三、申请人资格
(CRITERIA & ELIGIBILITY)

1

18-50周岁，品行端正、身体健康且愿意遵守中国相关法律法规和学校规章制度的外籍人士；
Foreigners who are over 18 years but less than 50 years of age, well-behaved, in good health and willing to abide by relevant Chinese laws, regulations and school rules;

2

申请人须高中毕业。
Education background: Applicants for Chinese language1 must have senior high school diploma with good academic performance.

四、班级层次与课程设置 (Class Level and Courses Setting)

汉语进修项目在入学初安排汉语水平测试，根据测试成绩分为七个班级教学，实行小班授课，每班 20 人以内。课程分为主修课和选修课，其中主修课每周学时为 20 学时。班级层次和课程设置详见图表：

课程类别	班级层次	课程名称	课时/周
主修课	1 班	初级汉语综合	10
		初级汉语阅读	4
		初级汉语听力	6
主修课	2 班 3 班	初级汉语综合	10
		初级汉语阅读	4
		初级汉语听力	4
		初级汉语口语	2
主修课	4 班 5 班	中级汉语综合	8
		中级汉语阅读	4
		中级汉语听说	6
		中国文化	2
主修课	6 班	高级汉语综合	8
		中文报刊阅读	4
		高级汉语视听说	4
		高级汉语写作	2
		中国文化	2

课程类别	班级层次	课程名称	课时/周
主修课	7 班	高级汉语综合	8
		高级汉语阅读	4
		高级汉语听力	2
		高级汉语口语	2
		高级汉语写作	2
		中国概况	2
选修课	文化体验类	书法、武术、剪纸、乒乓球等（具体以选课课表为准）	4
	语言类	HSK3级辅导	3
		HSK6级辅导	3

For the Chinese language training program, a Chinese proficiency test is arranged at the beginning of the term. According to the test results, students will be divided into seven classes. Teaching will be conducted in small classes of 20 or less. The courses consist of major courses and elective courses. The major courses will be 20 hours each week. The levels of classed and the courses setting are shown in the following charts:

Course Category	Class Level	Course	Academic Hours/Week
Required Courses	1	Elementary Chinese Comprehensive	10
		Elementary Chinese Reading	4
		Elementary Chinese Listening	6
Required Courses	2&3	Elementary Chinese Comprehensive	10
		Elementary Chinese Reading	4
		Elementary Chinese Listening	4
		Elementary Chinese Spoken	2
Required Courses	4&5	Intermediate Chinese Comprehensive	8
		Intermediate Chinese Reading	4
		Intermediate Chinese Listening	6
		Chinese Culture	2
Required Courses	6	Chinese Culture	8
		Chinese Newspaper Reading	4
		Advanced Chinese Audio-visual Tutorial	4
		Advanced Chinese Writing	2
		Chinese Culture	2

Course Category	Class Level	Course	Academic Hours/Week
Required Courses	7	Advanced Chinese Comprehensive	8
		Advanced Chinese Reading	4
		Advanced Chinese Listening	2
		Advanced Chinese Spoken	2
		Advanced Chinese Writing	2
Culture Courses	Culture Experience	Introduction to China	2
		Calligraphy, Martial arts, Paper cutting, Table tennis, etc. (Subject to the curriculum schedule)	4
	Language	HSK3 Training	3
		HSK6 Training	3

五、课程特点 (Course Features)

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- 1. 每班 20 名以内
 - 2. 各国学生混合班教学
 - 3. 学期初设分班考试
 - 4. 50 分钟 1 课时
 - 5. 课程结束后发结业证书及成绩单
- 1. Less than 20 students per class
 - 2. Mixture of International Students
 - 3. Placement test at the beginning of each term
 - 4. 50 Minutes per class
 - 5. Certificate & transcript upon completion

六、申请提交材料 (APPLICATION MATERIALS)

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- 1. 经公证的最高学历证明;
 - 2. 经公证的最高学历学习成绩单;
 - 3. 护照照片页扫描件;
 - 4. 目前在华学习者需提供所在学校开具的在学表现证明/出勤率证明及学习成绩单;
 - 5. 目前在华工作者需提供单位开具的工作情况证明;
 - 6. 经济担保证明;
 - 7. 无犯罪记录证明;
- 1. Notarized highest diploma;
 - 2. Academic transcripts (written in Chinese or English)
 - 3. Copy of passport;
 - 4. For applicants currently studying in China, please provide the academic performance certificate/attendance certificate of your current school and the transcript of your current school.
 - 5. For applicants currently working in China, please provide the certificate given by the working place.
 - 6. Proof of financial guarantee
 - 7. Non-criminal Record Certificate.

七、费用 (FEE & TUITION)

报名费	415元	
学费	语言生	RMB 7,400/学期, RMB 14,000/学年
住宿费	单人间	80元/天
	双人间	40元/天
保险费	400元/半年, 800元/年	
书费	根据具体书价	

- 注: 1) 表中学费为中文授课项目学费, 英文授课项目学费详见招生网站 <http://en.cie.sdnu.edu.cn>;
2) 无论录取与否, 注册费415元不退还;
3) 一经录取, 原则上中途转学、退学, 已缴纳学费不退还。

Enrollment	RMB 415	
Tuition	<i>Language trainee</i>	RMB 7,400/Semester, RMB 14,000/Academic year
Accommodation	<i>Single room</i>	RMB 80 per day
	<i>Double room</i>	RMB 40 per day
Insurance	RMB 400/Half Year, RMB 800/ One Year	
Books	According to the book price	

- Note: 1) The tuition fees in the form are for Chinese-taught programs, and refer to the admissions website <http://en.cie.sdnu.edu.cn> for English-taught programs;
2) The registration fee of RMB 415 is non-refundable;
3) Once admitted, paid tuition fee is non-refundable.

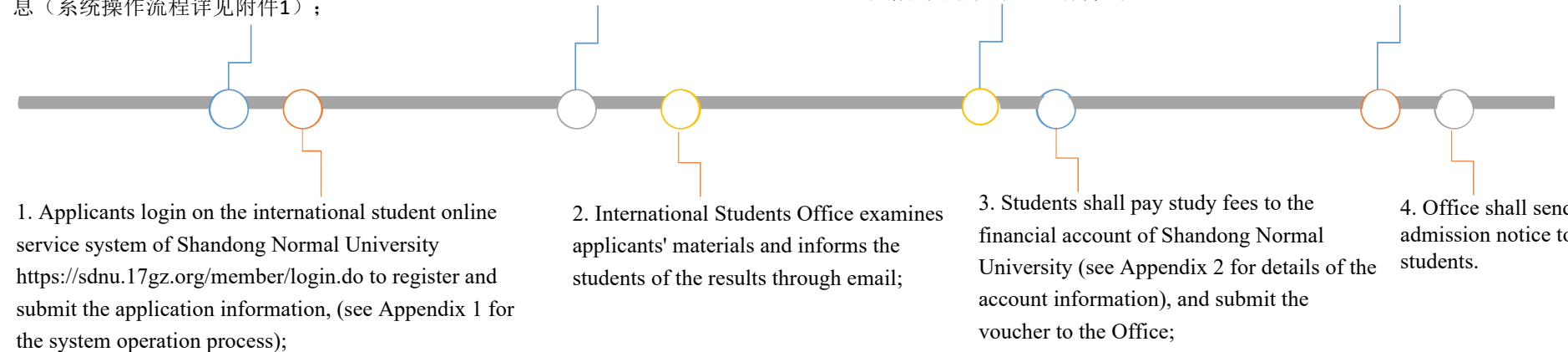
八、申请录取流程 (APPLICATION PROCEDURES)

1. 申请学生登录山东师范大学国际学生在线服务系统
<http://sdnu.17gz.org/member/login.do>注册并完整填写报名信息, 填写完成后提交报名信息 (系统操作流程详见附件1);

2. 留学生工作办公室审核学生资料并通过邮件告知学生审核结果;

3. 通过审核的学生缴纳各项费用至山东师范大学财务账户, 并将缴费单据提交给留学生工作办公室;

4. 留学生工作办公室向被录取学生发送录取确认函。



注: 录取材料是否发放以疫情发展情况及疫情防控部门的相关要求为准, 该项目授课方式为网络授课。
The making and sending of admission materials (JW202 Form and Admission Letter) rest on the epidemic development and requirements of related department and online teaching is the only method for this program.

九、联系我们 (CONTACT US)

地址(Address): 山东省济南市历下区文化东路88号山东师范大学留学生工作办公室
International Students Office of Shandong Normal University, 88 Wenhua Road, Jinan,
P.R. China

电话(Tel): 86-531-86180650, 86-531-86182865

邮箱(E-mail): ciednu@163.com

微信公众号(WeChat Official Account):



APPENDIX 1

系统填报指南 GUIDE ON APPLYING ONLINE

请在系统填报前认真阅读以下内容

Please read the following guidance carefully before you login on the internet :

登陆网址——山东师范大学国际学生在线服务系统 <https://sdnu.17gz.org/member/login.do>

Website Address: <https://sdnu.17gz.org/member/login.do>

在线填写信息时请注意以下几点:

Notice:

1. 请确保自己的重要的基本信息, 如姓名、性别、出生日期、性别、学历、家庭住址、宗教信仰等准确并真实有效, 并按招生要求上传学历证明、护照等附件

Be sure to fill in the correct information about your name, sex, DOB, gender, etc. and submit the required materials in the system, such as passport. etc.

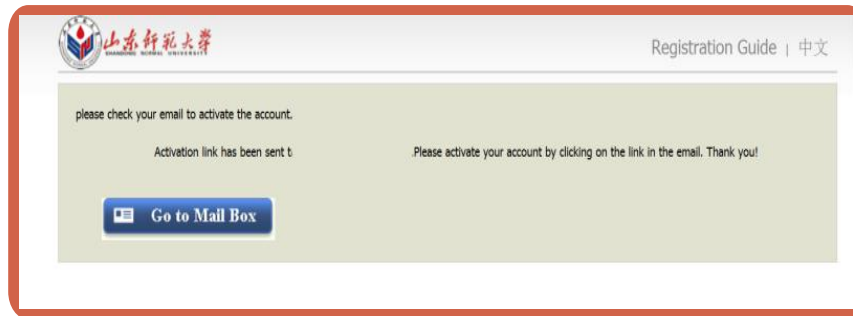
2. 推荐单位和电话为自己及个人电话; 在华事务担保人及联系方式请填写目前在华人员及其联系方式。

Reference & Tel: please fill in your tel; Guarantor in China & Tel: please fill in a person in China.

Step1 Register



Step2 Check your E-mail and activate your account



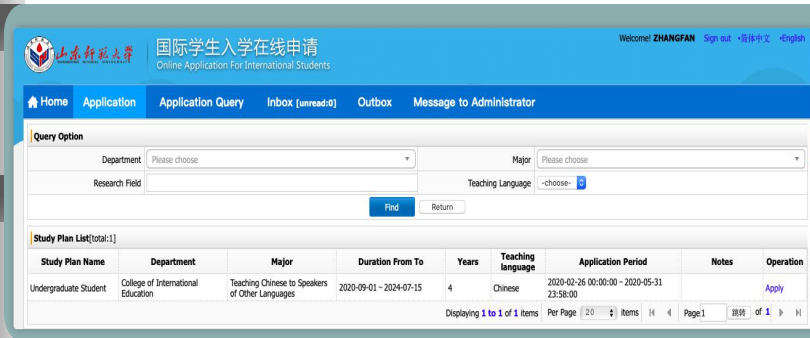
Step3 Choose program of Self-sponsored



Step4 Choose Student Type

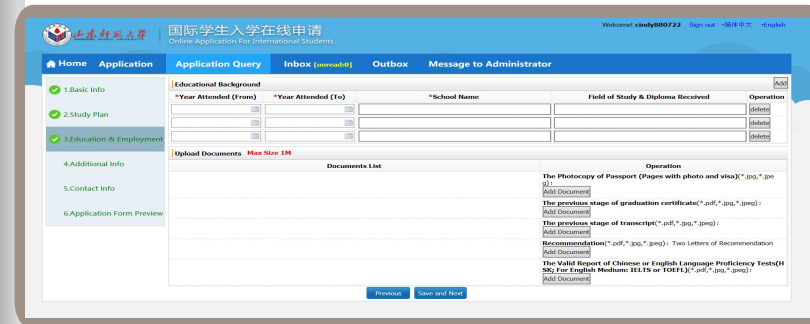


Step5 Apply



Study Plan Name	Department	Major	Duration From To	Years	Teaching language	Application Period	Notes	Operation
Undergraduate Student	College of International Education	Teaching Chinese to Speakers of Other Languages	2020-09-01 - 2024-07-15	4	Chinese	2020-02-26 00:00:00 - 2020-05-31 23:58:00		Apply

Step6 Fill in information one by one (Attention: please do upload the required materials mentioned above)



*Year Attended (From)	*Year Attended (To)	*School Name	Field of Study & Diploma Received	Operation
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				delete
				delete

MyUpload Documents Max Size 1M

Documents List	Operation
The Photocopy of Passport (Pages with photo and visa)*.jpg*.jpeg	Add Document
The previous stage of graduation certificate*.pdf*.jpg*.jpeg	Add Document
The previous stage of transcript*.pdf*.jpg*.jpeg	Add Document
Recommendation*.pdf*.jpg*.jpeg	Add Document
The Valid Report of Chinese or English Language Proficiency Tests(HSK For English Medium: IELTS or TOEFL)*.pdf*.jpg*.jpeg	Add Document

APPENDIX 2

如何缴纳费用How to pay

如果您选择从中国汇款，请这样做：

If you will pay in China, please do like this:

一、 请转账或至银行汇款到山东师范大学账户，转账或汇款时请备注缴费人护照用名，银行账户信息如下：

Please transfer all the fees to the university bank account with the information as follows, and **please note the passport name for transfer.**

银行名称（Bank Name）：中国建设银行山东济南文化东路支行

单位名称（Account Name）：山东师范大学

银行账号（Account No.）：37001618802050012321

地 址（Address）：中国济南市历下区文化东路88号

二、 缴费完成后，请将转账或汇款凭证交至山东师范大学国际教育学院留学生办公室（教学三号楼五层3530室）。

Please hand the transfer voucher to International Student Office at College of International Education (Room 3530, No. 3 Building) after paying all the fees.

三、 留学生办公室不再接受缴纳现金。

No more cash-paid.

如果您选择从国外汇款，请这样做：

If you will pay outside of China, please do like this:

一、 请转账或至银行汇款到山东师范大学外币账户，转账或汇款时请备注缴费人护照用名，银行账户信息如下：

Please transfer all the fees to the university bank account with the information as follows, and **please note the passport name for transfer.**

银行名称（Bank Name）：中国银行济南舜耕支行（BANK OF CHINA JINAN SHUNGENG SUB-BRANCH）

单位名称（Account Name）：山东师范大学Shandong Normal University

银行账号（Account No.）：211707892147

SWIFT CODE: BKCHCNBJ51B

二、 缴费完成后，请将转账或汇款凭证通过邮件或报名系统提交给留学生工作办公室

Please hand the transfer voucher to International Student Office through email or application system after paying all the fees.