



廈門大學

Guideline on Course Selection (For Foreign Postgraduates)



Graduate School

Autumn Semester of 2017-2018

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Schedule:

Period 1: 22nd January to 18th February

Period 2: 19th February to 21st February

Period 3: 22nd February to 25th February

courses withdrawal deadline: 2nd March

Important notes

1. Postgraduate students (including exchange students and scholars) can register for their desired courses via the on-line course registration system during the course registration periods.
2. There are two times for course selection in each academic year, one in late August/early September (Autumn Semester) and the other in January/February (Spring Semester). The actual dates vary from year to year depending on the academic calendar.
3. Curriculum schedule of the English taught programs can be downloaded from the Graduate School homepage <http://gs.xmu.edu.cn/en/>.
4. Students are strongly encouraged to consult their supervisors or program secretary/coordinator the courses they should be required to take before starting to register for courses.
5. Preparation for Course Selection
 - a) Read the regulations.
 - b) Check the study schedule of your program.
 - c) Check the teaching timetable.
 - d) Check the course selection schedule and confirm whether

selection of courses is required by your program.

6. Students can sign up for courses during the course registration periods or withdraw the selected courses before the course withdrawal deadline. The course withdrawal deadline is normally one week after the course selection period (please refer to the schedule of the relevant semester). After the course withdrawal period, students will not be allowed to drop any courses.
7. Students who fail to complete the entire lessons or to participate in course work and examinations will receive zero score for that course.
8. Please be reminded that the course selection system may get crowded when the deadline is near. Therefore, students are suggested to sign up for or withdraw from any course as early as possible.

Course Introduction

Postgraduate courses are generally divided into three categories: general courses, required courses and optional courses. General courses are offered by the graduate school.

Below is the introduction of general courses and English-taught courses:

General compulsory Courses

There are two required General Course modules:

1. Chinese Language

- 高级汉语 (Taught in Chinese) or
- Rudiments of Chinese Language (Taught in English)
- Elementary Chinese Reading and Writing (Taught in English)

2. Introduction to China

- 中国概况 (Taught in Chinese) or
- Selected Issues on China (Taught in English)

Teaching Language	Targeted students	Course 1	Course 2
English-taught Program	PhD candidate	Rudiments of Chinese Language (Siming Campus)	Selected Issues on China
	Postgraduate	Elementary Chinese Reading and Writing (Xiang an Campus)	
Chinese-taught Program	PhD candidate	高级汉语	中国概况
	postgraduate		

The specific time/place/classroom/teachers and other information of these courses are available in the on-line course registration system.

Exemption from the General Courses

Course Title	Eligibility (You are allowed to apply for courses exemption if you meet one of the following requirements)
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of every semester. Any application received after the due date will not be processed.

The application documents include an application for Courses (download : <http://gs.xmu.edu.cn/ch/index/show/id/4483.html>) form completed by the applicant and any supporting documents. Being approved by the applicant's enrolled school/institute, which means getting the administrative director's signature on the application form, the applicant should then submit the application form and supporting documents (original and duplicated copies), e.g., transcripts and certificates to Graduate School for a final review.

English-taught courses

The English-taught courses cover a number of professional fields, mainly offered by international graduate programs. In this semester, it includes a total of 16 professional international projects as follows:

No.	Programmes	Colleges/Schools
	Chinese Philosophy	School of Humanities
	Civil and Commercial Law	School of Law
	International Law	School of Law
	Fiscal and Tax Law	School of Law
	International Relations	School of International Relations
	International Business	School of Economics
	Marine Affairs	Coastal and Ocean Management Institute
	Chemical Engineering	College of Chemistry and Chemical Engineering
	Physical Chemistry	
	Computer Technology	School of Information Science and Technology

	Finance	Wang Yanan Institute for Studies in Economics
	Financial Engineering	
	Western Economics	
	Quantitative Economics	
	Management Economics	
	Finance	Institute for Financial & Accounting Studies
	Accounting	

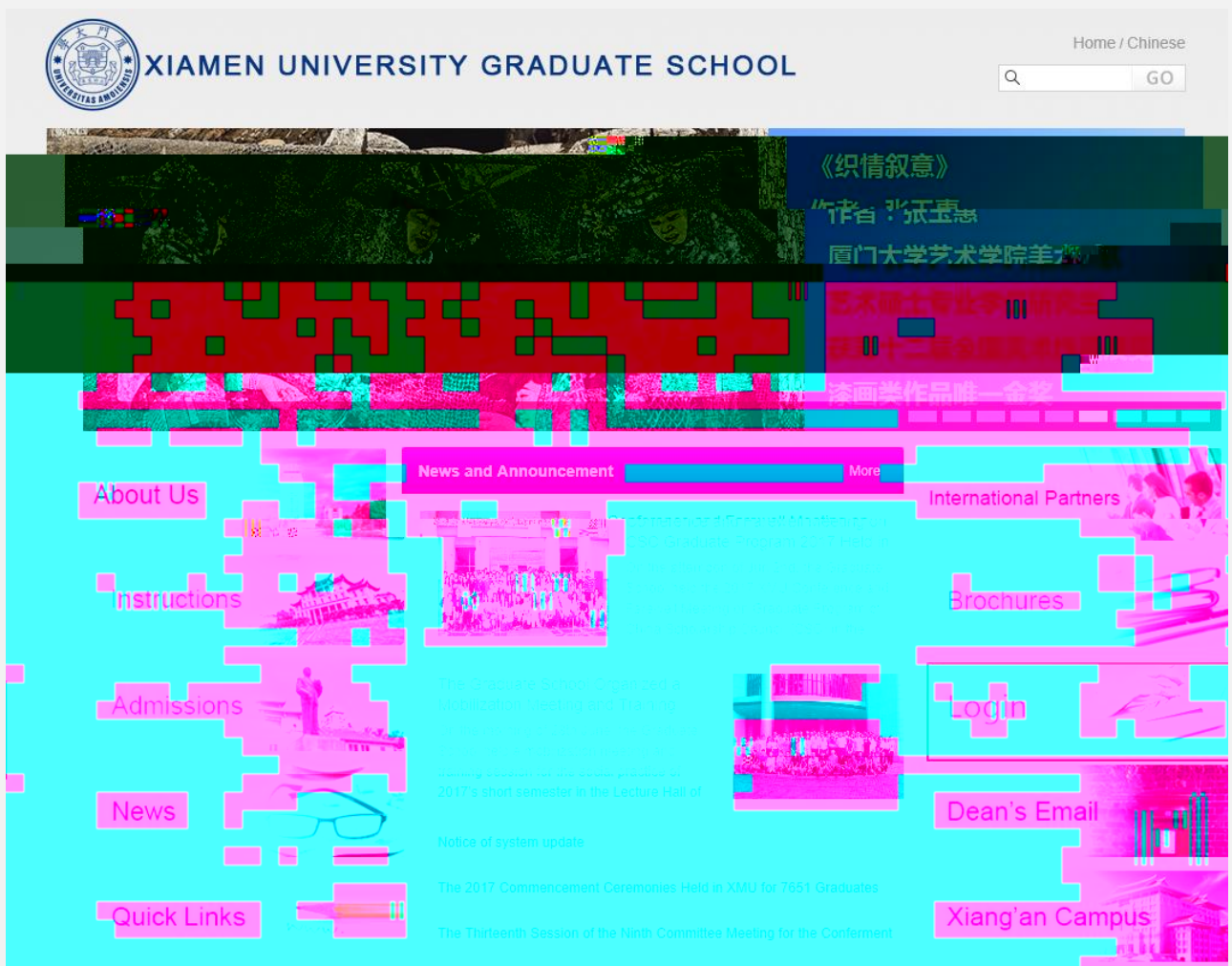
Most of the courses are open for all postgraduates and PhD candidates. Students could select cross-faculty electives according to their own academic needs. The specific time/place/classroom/teachers and other information of each course are available in the online course registration system.

How to use the online course selection system?

The following is a step-by-step guide for selecting the courses on-line:

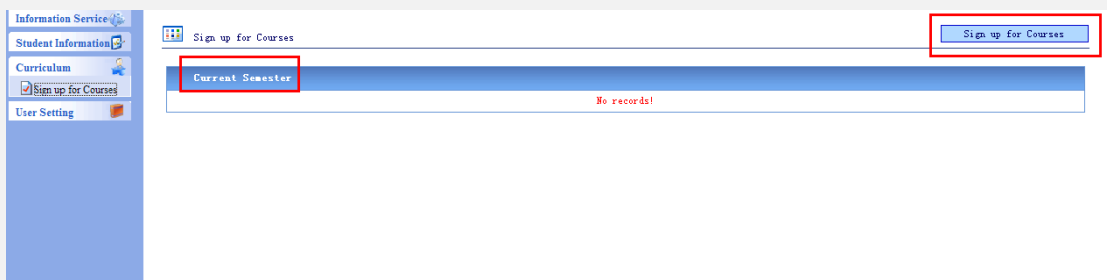
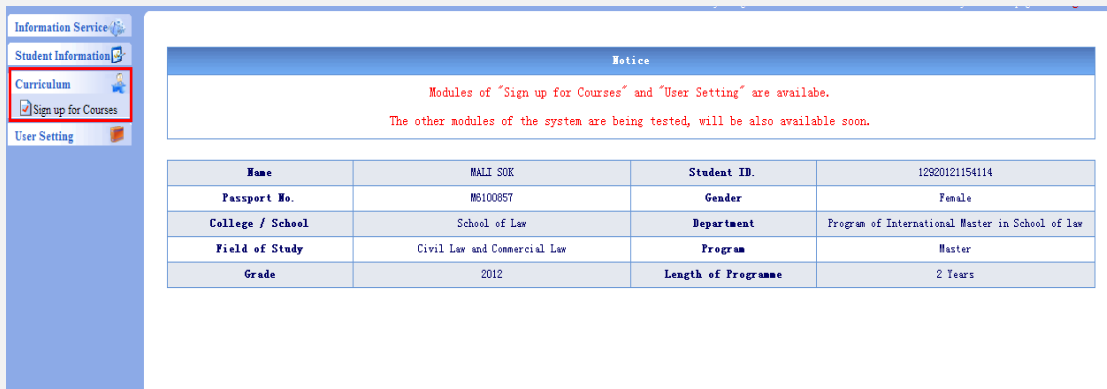
Step 1 – Log-in:

Students should access the system via System Portal. Please visit <http://gs.xmu.edu.cn/EN/> to enter the course selection portal.





The account name is your student ID, and the initial password is the last six letters or numbers of your please go to Student e-Card Service Centers to modify your password.



On this page, you can see the courses that you have selected and find the courses that are available for selection information about the individual course.

Course	Class No.	Weeks	Course Type	Credit/Hours	Time	Place	
Effective Presentation Skills	1	2~16	General Degree Course	2 / 36	Every Monday 1-2 class	Jimei 1 Building 103	0/8/35
Effective Presentation Skills	2	2~16	General Degree Course	2 / 36	Every Monday 3-4 class	Jimei 1 Building 103	0/10/35
Effective Presentation Skills	3	2~16	General Degree Course	2 / 36	Every Tuesday 1-2 class	Jimei 1 Building 103	0/7/35
Effective Writing Skills	1	2~16	General Degree Course	2 / 36	Every Wednesday 5-6 class	Jimei 1 Building 101	0/9/35
Effective Writing Skills	2	2~16	General Degree Course	2 / 36	Every Wednesday 7-8 class	Jimei 1 Building 101	0/14/35
English Language and Culture Study	1	2~16	General Degree Course	2 / 36	Every Monday 3-4 class	Building 1 of Xiang'an Campus B207	0/20/35
English Language and Culture Study	2	2~16	General Degree Course	2 / 36	Every Monday 5-6 class	Building 1 of Xiang'an Campus B207	0/2/35
English Language and Culture Study	3	2~16	General Degree Course	2 / 36	Every Monday 7-8 class	Building 1 of Xiang'an Campus B207	0/7/35
English Language and Culture Study	4	2~16	General Degree Course	2 / 36	Every Wednesday 3-4 class	Building 1 of Xiang'an Campus B207	0/3/35
English Language and Culture Study	5	2~16	General Degree Course	2 / 36	Every Wednesday 5-6 class	Building 1 of Xiang'an Campus B207	0/5/35

check if the chosen

course is on your course list.

The screenshot shows a web interface for signing up for courses. On the left is a sidebar with navigation options: Information Service, Student Information, Curriculum, Sign up for Courses (highlighted with a red box), and User Setting. The main content area is titled 'Sign up for Courses' and includes a dropdown menu for 'General Course' and a 'Search' button. Below this is a table of available courses with columns for Course, Class No., Weeks, Course Type, Credit/Hours, Time, Place, and a status column with icons and details.

Course	Class No.	Weeks	Course Type	Credit/Hours	Time	Place	
Effective Presentation Skills	1	2~16	General Degree Course	2 / 36	Every Monday 1-2 class	Jimei 1 Building 103	0/8/35 [detail]
Effective Presentation Skills	2	2~16	General Degree Course	2 / 36	Every Monday 3-4 class	Jimei 1 Building 103	0/10/35 [detail]
Effective Presentation Skills	3	2~16	General Degree Course	2 / 36	Every Tuesday 1-2 class	Jimei 1 Building 103	0/7/35 [detail]
Effective Writing Skills	1	2~16	General Degree Course	2 / 36	Every Wednesday 5-6 class	Jimei 1 Building 101	0/9/35 [detail]
Effective Writing Skills	2	2~16	General Degree Course	2 / 36	Every Wednesday 7-8 class	Jimei 1 Building 101	0/14/35 [detail]
English Language and Culture Study	1	2~16	General Degree Course	2 / 36	Every Monday 3-4 class	Building 1 of Xiang'an Campus B207	0/20/35 [detail]
English Language and Culture Study	2	2~16	General Degree Course	2 / 36	Every Monday 5-6 class	Building 1 of Xiang'an Campus B207	0/2/35 [detail]

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The screenshot shows the 'Sign up for Courses' interface with a confirmation dialog box. The dialog box is titled 'VBScript' and asks 'Are you sure?'. Below the dialog box is a table titled 'Current Semester' with columns for Course, Class No., Course Type, Credit/Hours, School Department, Weeks, Time, and Place. The table is mostly empty, suggesting the course selection process is incomplete.

Course	Class No.	Course Type	Credit/Hours	School Department	Weeks	Time	Place

T that the selected course has not been successfully confirmed. If your course selection has been secured,

the (unsettled) in color red (registered) in color green. The course status will be changed after the deadline of each course selection period. Students who do not successfully register in their desired course(s) in the first or second period can choose to sign up for other available course(s) in a subsequent period. Students will not be able to register for courses after the course selection period ends.

Sign up for Courses Sign up for Courses

Current Semester									
Course	Class No.	Course Type	Credit/Hours	School Department	Weeks	Time	Place		
Selected Issues on China	1 (unsettled)	General Degree Course Master Course	2/36	英文项目外籍生公共学位课	2-16	Every Tuesday 5-6 class	Teaching Buliding of Haiyun 101	[detail]	✘

Sign up for Courses Sign up for Courses

Current Semester									
Course	Class No.	Course Type	Credit/Hours	School Department	Weeks	Time	Place		
Selected Issues on China	1 (registered)	General Degree Course Master Course	2/36	英文项目外籍生公共学位课	2-16	Every Tuesday 5-6 class	Teaching Buliding of Haiyun 101	[detail]	✘

Note: The system does not follow a first come first serve rule. The selection outcomes are decided by the system randomly.

Graduate School General Courses Timetable

School	Courses	Instructors	Time	Lecture room	Campus	Remark
Graduate School	Intermediate Chinese	Liu Qiang	Every Thursday 10:10-11:50	Room309 Nanqiang2 Bldg.	Siming	
Graduate School	The Spirit of Tan Kah Kee and History of Overseas Chinese	Wang Fubing	Every Monday 14:30-16:10	Room105,Qunxian2 Bldg.	Siming	the Compulsory Courses of Tan Tah Kee Scholarship Recipient
Graduate School	The Spirit of Tan Kah Kee and History of Overseas Chinese	Wang Fubing	Every Friday 10:10-11:50	Room402,No.1 Bldg		

* Please select courses in accordance with the campus that you are on.