

# 汉语课程相关规定

米什科尔茨大学孔子学院

2020.01

一、课程性质：选修学分课。

二、教学文件

1. 教学大纲（电子版）：要求在上课前一周提交本学期课程大纲（Syllabus），并按照大纲有序授课。
2. 教案及教学日历（电子版）：开学第二周提交电子教学日历，课程结束后提交本学期教案电子版或 PPT。
3. 课程教材：教师自选，例如 HSK 标准教程、长城汉语等。

三、教学要求

1. 课程进度：要求一个单元在 2-4 个课时内完成。一个学期至少学满 8 课，便于下个学期排课。

2. 考核

考试采取 Term Mark 形式。平时成绩占 40%，包括出勤、上课发言、作业完成情况、平时测验；期末考试占 60%，

- 1) 时间：大学进入考试周前的最后一个教学周内完成汉语考试。具体考试时间由任课老师自行决定，并于**考试前一周**报备孔院，由教学负责人收集。

2) 命题与制卷

HSK 各课程的考试，根据本学期教学内容，参照 HSK 考试各级别考试的格式命题。试卷电子版（含参考答案和音频及音频文字）在考试前 1 周发给教学负责人，审核通过后，由任课教师在考试前 3 天提交给学院秘书，便于及时制卷。

非 HSK 课程的考试由任课老师自行决定考核形式。

3) 评分标准：五级评分制。

0-59 分为不及格（一分 fail）、60-70 分（2 分 satisfactory）、71-80 分（3 分 average）、81-90 分（4 分 good）、91-100 分（5 分 excellent）。

4) 成绩录入

考试结束后两天之内完成阅卷评分，并按要求提交学院秘书。成绩一旦提交不得随意更改。如需修改，需要向中外方院长提出书面申请，说明修改的理由，审核通过后方能更改。

#### 5) 试卷归档

所有试卷需要在考试结束后三天，整理归档，归档试卷封面格式：班级\_\_\_\_\_，课程\_\_\_\_\_，任课教师\_\_\_\_\_，时间\_\_\_\_\_。

归档试卷统一放在孔院图书馆指定位置。

注：中小学汉语授课及考试时间可遵照所在学校相关规定进行；企业的汉语教学及考试时间与中小学一致。

#### 四、学生管理

1. 学生名单：开课后 2 周内制定所授课班级学生名单，包括 Neptun 和 email 联系方式，并提交至 China1。
2. 签到表：每次课要求学生签到，教师签字后提交给学院秘书，最迟不能超过周五例会。
3. 考试资格：学生课程出勤率达到 **66%**及以上，方可以参加考试。

#### 五、结业及奖励

凡是通过考试的学生均可获得结业证书。

考核成绩在 90 分以上、出勤率达 90%以上、作业完成情况好且上课积极回答问题的学生有资格获得“优秀生奖”；优秀学生获奖率不得超过本班学生人数的 50%；无缺课记录的学生可得“全勤奖”；积极参加孔院文化活动的学生可获得“积极分子奖”。以上学生奖励名单由任课教师提供，孔院审核。

注：参加汉语桥比赛、HSK 考试及奖学金获得者可在结业式上颁发相应奖励。

## Relevant provisions for Chinese Courses

### *Confucius Institute at University of Miskolc*

- I. **Course Nature:** Elective credit course.
- II. **Teaching documents**
  - A. **Syllabus:**

E-version of syllabus for the semester is required to submit one week before class.  
All the teaching should be carried out in accordance with the syllabus.
  - B. **Teaching plan and calendar**

Teaching plan and calendar (e-version) shall be submitted by the second week of new term and e-version of teaching plan of this semester or PPT shall be submitted at the end of the course.
  - C. **Textbooks**

HSK Standard Course or Great Wall Chinese, which are available in Confucius Institute library at A/1Building 119.
- III. **Teaching requirement**
  - A. **Course schedule:** 2-4 hours per unit. At least 8 units to be covered by the end of the semester.
  - B. **Assessment**
    - 1) **Term Mark**

The test takes the form of term mark. The class performance accounts for 40%, including attendance, class participation, homework completion and class quiz; the final test accounts for 60%.
    - 2) **paper making**

The test paper should be made based on the teaching content of this semester, referring to the format of HSK examination. The e-version of the test paper, including the reference answer and audio and audio text, shall be sent by email to the person in charge of teaching one week before the test. The class teacher shall submit the paper with review to the secretary of the college three days before the test for printing.

The test form for non HSK courses can be determined by the teacher.
    - 3) **Evaluation scale:** 5 level grading system.

0-59 points - (1 failed); 60-70 points ( 2 satisfactory); 71-80 points (3 average); 81-90 points (4 good); 91-100 points (5 excellent). The maximum limit is 100 points.

#### **4) Score entry**

Evaluation should be done within two days after the test and the evaluation form with teacher' s signature should be submitted to the secretary of the college as required. Once submitted, the results can not be changed. In case of modification, a written application with clear and justifiable statement of reasons shall be submitted to the directors of CI and the modification can only be made after the approval of CI.

#### **5) Paper filing**

All papers need to be filed three days after the test, and the cover format should include class, course, teacher and time. The papers should be placed in the designated place of the library of the Confucius Institute.

Note: the time of teaching and testing for primary and secondary schools can follow the relevant regulations of the school concerned; the program in enterprises is consistent with that in primary and secondary schools.

#### **IV. Student Management:**

- A.** A student list including Neptun, email and other contact information should be submitted at Chinal by the end of the second week after start of the class
- B.** Attendance list for each class with the signature of students and the teacher should be submitted to the secretary after class, or no later than Friday.
- C.** Qualification for test: only those with attendance rate of 66% or above can take the test.

#### **V. Closing and awarding**

All the students who pass the examination can get a certificate of the course.

Students with the test scores above 90 points and attendance rate above 90% are eligible for the excellent student award. The excellent award rate for each class shall not exceed 50% of the number of the total students for that class. The students with no absence record can get the "full attendance award"; the students who actively participate in the cultural activities of the Confucius Institute can get the "Enthusiast Award". The above list of student awards shall be provided by the teacher and be subject to be approved by the directors of Confucius Institute.

Note: Participants in the Chinese Bridge Competition, HSK examination and scholarship will be awarded accordingly at the closing ceremony.

Location: A/1 Building, 1<sup>st</sup> Floor, Room 121

Telephone: 46 565145 // email: china1@uni-miskolc.hu

on-line sites: <http://konfuciusz.uni-miskolc.hu/> &

social media: facebook.com / chinainmiskolc