**5.1 Admissions to CIFS**

To standardize the admissions management, strengthen the admissions process supervision, establish a restriction mechanism, standardize admissions behaviour, ensure the fairness, justice and openness, put an end to illegal and false admissions, ensure the fairness and equity of admissions, CIFS has formulated clear and strict admissions requirements. Admissions policy of CIFS is discussed by the Admissions Committee and then reviewed and approved by the Presidents’ Meeting. The supervision department is the Discipline Inspection Team of the Admissions Committee, mainly responsible for supervising the rationality and standardization of the Institute’s admissions work and handling academic misconduct events. The team will review newly admitted students on all aspects.

The Institute is a full-time private undergraduate university, which focuses on foreign languages, management, International Economics and Trade, International Chinese Education., Journalism, Art and Design, and Music Performance, and has a multidisciplinary and coordinated development. It has the national recognition to admit students and award degrees, and the right to grant bachelor's degrees. CIFS recruits students in 29 provinces across the country. In accordance with the provincial tthreshold scores of second-tier universities as the basis for admissions, CIFS enrolls qualified students who participated in the National College Entrance Examination (hereinafter referred to as NCEE) and put CIFS in their form of intention. The NCEE enrollment system works as follows:

(1) Students take part in the NCEE.

(2) The results of the NCEE come out and students fill in the form of intention according to both their scores and predictions of the threshold scores of the universities. Generally, one student can apply to 4-6 universities of the same level.

(3) The universities publish their threshold scores. The threshold scores of the same university vary in different provinces. As one of the second-tier universities, the threshold scores of CIFS is generally higher than the provincial threshold scores of second-tier universities.

(4) The personal files of the students who have submitted the form of intention with CIFS as one of their choices and passed the threshold score for CIFS will be selected through the online admissions system of the provincial examination institute.

(5) The students mentioned in (4) within one province will be sorted according to their NCEE scores in a high-to-low order and will be enrolled in sequence. The upper limit of the total enrolled number is specified in the Enrollment Plans approved by the provincial government. The students with higher scores enjoy priority to be enrolled.

The full score of the NCEE is 750. The provincial threshold scores of second-tier universities and the threshold score for CIFS in 2022 are shown as following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Chongqing Institute of Foreign Studies 2022\***  **(The Data is from the Admissions and Employment Office of CIFS)** | | | | | |
| **Number** | **Province** | **Provincial Threshold Score of Second-Tier Universities**  **(Set by the Ministry of Education)** | | **Threshold Score for CIFS**  **(set by CIFS)** | |
| **Liberal arts** | **Science** | **Liberal arts** | **Science** |
| 1 | Chongqing | 415 | 411 | 419 | 415 |
| 2 | Zhejiang | 497 | | 523 | |
| 3 | Tianjin | 463 | | 464 | |
| 4 | Shanghai | 400 | | 416 | |
| 5 | Shandong Province | 437 | | 464 | |
| 6 | Yunnan | 505 | 430 | 534 | 445 |
| 7 | Xinjiang | 334 | 290 | 338 | 318 |
| 8 | Sichuan | 466 | 426 | 448 | 496 |
| 9 | Shaanxi | 400 | 344 | 452 | 402 |
| 10 | Shanxi | 409 | 373 | 444 | 403 |
| 11 | Qinghai | 370 | 308 | 395 | 319 |
| 12 | Ningxia | 425 | 350 | 443 | 364 |
| 13 | Inner Mongolia | 366 | 323 | 369 | 327 |
| 14 | Liaoning | 404 | 362 | 427 | 426 |
| 15 | Jiangxi | 472 | 440 | 497 | 460 |
| 16 | Jiangsu | 471 | 429 | 487 | 448 |
| 17 | Jilin | 364 | 327 | 423 | 357 |
| 18 | Hunan | 451 | 414 | 471 | 441 |
| 19 | Hainan | 471 | | 524 | |
| 20 | Hubei | 435 | 409 | 472 | 450 |
| 21 | Heilongjiang | 365 | 308 | 402 | 348 |
| 22 | Henan | 445 | 405 | 453 | 452 |
| 23 | Hebei | 443 | 430 | 466 | 452 |
| 24 | Guizhou | 471 | 360 | 495 | 387 |
| 25 | Guangxi | 421 | 343 | 450 | 379 |
| 26 | Guangdong | 445 | 437 | 490 | 490 |
| 27 | Gansu | 425 | 345 | 441 | 356 |
| 28 | Fujian | 468 | 428 | 481 | 454 |
| 29 | Anhui | 480 | 435 | 499 | 450 |

\*Notes:

① Undergraduate universities in China enroll students of 3 categories, which are liberal arts, science and arts. Students of liberal arts and science take part in NCEE, while students of arts not only take part in NCEE, but also need to take Art Professional Ability Test (hereinafter referred to as APAT) before NCEE. For example, students of fine arts need to take Ability Tests for sketching, gouache painting, etc.; students of script writing and directing need to take Ability Tests for cultural knowledge, film and TV critique, program planning, etc.; students of broadcasting and hosting need to take Ability Tests for impromptu comments, simulation hosting, etc. The final score of a student of arts is composed of the NCEE score and the APAT score. The proportions of the two scores (NCEE and APAT) of students of arts differ in different provinces, and the ways and basis to enroll students differ in different institutions. For example, some institutions enroll students in sequence according to their NCEE scores, with a passing score for APAT as a premise; some institutions enroll students according to the total sum of both scores. Therefore, the chart above only shows the threshold scores of liberal arts and science because these two categories have unified threshold scores within one province, whereas the threshold scores of arts are unable to be shown completely because every single institution sets its own threshold score.

② The Institute carries out the guidelines and policies of the Ministry of Education on admissions review. Based on the principle of "fairness, justice and openness", we create an atmosphere of "fair and standardized admissions" and review students who meet the admissions requirements of CIFS and are admitted by CIFS through the online admissions system of each provincial examination institute. For students who wish to be enrolled on RAIUL-accredited programmes, CIFS requires that they should submit a written application, a copy of their ID card, a letter of consent from their parents, transcript of English and major-related courses to the Admissions and Employment Office. After receiving the materials, the Admissions and Employment Office will examine the applicant's materials one by one, give pre-admissions to those who meet the conditions for enrollment, inform the applicant and request him/her to participate in the in-house English test organized by CIFS. When an applicant passes the in-house English test, his/her admissions will be deemed as formal. The Admissions and Employment Office reports the names of the officially admitted students to the Admissions Committee. After examination and approval by the Institute, a uniform admissions notice will be issued, marked with the applicant's name, gender, ID number, the start time and the programme he/she has been admitted to. If an applicant does not meet the admissions conditions of the Institute, the recruitment office will inform the applicant by phone and explain the reason. For the age of students, the Institute has no rigid regulations, and those who meet the admissions conditions can be admitted.

In the admissions process, the Institute follows the principle of "fairness, justice and openness". If an applicant has an objection to the admissions decision, he/she can submit an appeal to the Admissions and Employment Office. The appeal should include the student’s name, identity card number, candidate number, reasons for the appeal, parents' opinions, etc., and attach a copy of the student’s identity card, admissions ticket and parents’ ID photocopies, as well as the university’s enrolment decision. The Admissions and Employment Office will submit the appeal to the Admissions Committee, and the Admissions Committee members will carry out a review in accordance with the articles of association of the Institute admissions review. After the case has been reviewed and a decision reached, the Admissions and Employment Office is responsible for contacting the student and informing him/her of the result. The time period for processing the case is one week.

Once admitted by the Institute, the student must report to the Institute for admissions procedures. If an admitted student cannot register on time due to illness or some other reasons, s/he should write an application to the Admissions and Employment Office stating the reason. The application content should include the student’s name, ID number, admitted major/programme, application reason, leave time and parents' opinions, etc., and attach a copy of the student's ID card and copies of the parents' ID cards. After being verified by the Admissions and Employment Office, the case will be reported to the Academic Affairs Office, who is responsible for reserving the admissions qualification for the student who has asked for leave. If a student fails to apply for leave or his/her leave is overdue, s/he shall be deemed to have abandoned his/her admissions qualification except for legitimate reasons such as force majeure. After the freshmen come to the Institute, the Admissions and Employment Office will review their admissions qualifications and provide admissions guidance and inform the students of the admissions and reporting procedures. Those who obtain admissions qualifications through deception, favoritism, irregularities or attempted impersonation will not be allowed to register. If a student applies for withdrawal, they should submit relevant application materials to the Admissions and Employment Office, which must be reviewed and approved by the Institute’s Admissions Committee. The Institute will not re-admit students who have withdrawn from the Institute.