



正規班華語課  
**Regular Mandarin Program**  
**Chinese Language Center, NTHU**

學生手冊  
**Student Handbook**

Update : January 12, 2024

新增：期中、期末考試(第 5 頁)

New addition: The Exam during Mid-term and Final Exam(p5)



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# 上課須知

## Attendance Regulation

1. 上課時間：每節課五十分鐘，兩節課之間有十分鐘的休息時間。  
Each class is 50 minutes long, and there is a 10-minute break between classes.
2. 遲到：上課鈴響二十分鐘，若無一學生出席，老師得離開教室，回教師休息室。若第二堂課上課鐘響後仍無學生到課，當日課程取消，不需補課。學生上課遲到逾二十分鐘者，第一小時以缺課論，不列入出席時數。若老師遲到，則需負責補課。  
If no students arrive within 20 minutes of the bell ringing, the teacher must leave the classroom, and all students will be counted as absent. This will be considered as an absence for a 50 minute class. If the students fail to appear for the second period, this will result in the cancellation of classes for that day, and there will be no make-up class. However, if the teacher is late, a make-up class must be scheduled.
3. 假日：本中心依照行政院人事行政總處所公告之行事曆，國定假日一律放假，不另行補課。  
There is no class on national holidays, as it is announced by the Central Personnel Administration of Executive Yuan, and there will be no make-up class.
4. 停課：若遇颱風、地震、或其他天然災害、空襲警報等人力無法控制之事件時，本中心將依據新竹市政府指示停課，並不補課。  
新竹市政府 Hsinchu City Government :  
<http://www.hccg.gov.tw/ch/index.jsp>  
The office will follow the instruction of the Hsinchu City Government to decide whether the class will be suspended when there is a natural disaster such as typhoon, an earthquake or other events that cannot be controlled, e.g. an air raid. There will be no make-up class.
5. 在華語中心，請一律使用華語。Speak only Chinese in Language Center, no other languages.  
**While in the Chinese Language Center, students are only permitted to speak Chinese.**

6. 學員如有任何學籍變更之情事（如：未報到、休退學、退費等），本中心將副知相關單位（如：教育部、外交部領事事務局、內政部移民署）。The CLC will notify the Ministry of Education, Ministry of Foreign Affairs, and the Immigration Office; when there is any change in a student's enrollment status (such as registration not completed, withdrawing from the class, getting refund, etc.).
7. 入班後，僅接受因程度適應問題，所提出之轉換班級申請。基於行政流程的公平性及教學品質的維護，無論是同一時段或是不同時段的課程，需於2週內向中心提出，每位學員限申請2次，超出此規範者概不接受。  
After entering the class, only applications for changing classes due to inability to adapt to the level will be accepted. Based on the fairness of the administrative process and the maintenance of teaching quality, whether it is the same period or different courses, it must be submitted to the center within 2 weeks. Each student is limited to 2 applications, and those who exceed this standard will not be accepted.



# 學生證使用規定

## Student Card Regulation

1. 限本人使用，不得轉借他人或交換。The student card is for personal use only – it is non-transferable and non-exchangeable.
2. 圖書館：學生憑證可進出圖書館，有借書權利。  
Library：Students can gain access to the library by using their student card. Students are also allowed to borrow books.
3. 運動設施：憑證依學生價付費。  
Sporting Facilities：Students must pay a fee in order to access the gym or to use sports facilities. Please refer to the Physical Education Office for a list of fees.
4. 一卡通功能：可在便利商店儲值，用於大眾運輸、百貨公司與部份商店等。  
The student ID doubles as an iPASS card, a Taiwanese e-wallet. It can be used in public transport, convenience stores, malls, etc. After loading money onto the card, hold the card up to any compatible sensor, and after hearing a beeping sound, the transaction has been completed.

## 請假 Leave of Absence

1. 學生因事不能來上課，一定要填寫「請假單」，並經任課老師簽名；請假時數亦列入缺課時數。  
Students who cannot attend class for any reason must fill out a “class absence form”, acquire their instructor’s signature and turn the signed form into the office. Each class absence, excused and unexcused, will be counted towards a student’s total number of class absences.
2. 學生缺課(含請假)總時數不得超過全學期上課時數的 25%。(12 週課程為 45 小時；11 週課程為 41 小時。8 週課程為 30 小時)  
Students cannot miss more than 25% of total class hours in a term. (45 hours for 12-week course; 41 hours for 11-week course; 30 hours for 8-week course)
3. 缺課時數超過規定者，本中心得視實際情況取消其學生資格，亦不接受該生下期之入學申請。  
When a student doesn't fulfill the regulated attendance hours, the office has the right to cancel his/her student status at the CLC, and reject his/her application for the following term.
4. 缺課時數超過規定者，不發予結業證書。  
The certificate will not be issued to students who *fail to attend* the regulated attendance hours.
5. 華語中心及教師不提供請假單影本以外之證明。  
The CLC and the teachers do not provide any proof other than a copy of the class absence form.
6. 因缺課問題而導致無法辦理居留證或延長簽證，或因此影響臺灣獎學金受獎權益，學生須自行負責。Students should take full responsibility if their absences from class causes any trouble to their visa, ARC, or scholarships.



## 期中、期末考試

### The Exams during Mid-term and Final Exam

1. 舉行時間：按照中心行事曆所定之期中、期末考週時程辦理。

Participate Time: Conducted according to the schedule set by the center for mid-term and final exam weeks.

2. 如不能於中心行事曆所定之期中、期末考週時程考試，而需提前或延後考試。需按以下規定辦理：

If unable to take the mid-term or final exams during the scheduled exam weeks on the center's calendar and require an early or postponed exam, it must be handled according to the following regulations.

- (1) 不接受視訊補考，只能以實體補考方式提前考試，不可延後考試，但該次考試分數以 80% 計算。

Video makeup exams are not accepted. Makeup exams can only be conducted in person, must be taken in advance, and cannot be postponed. However, the score for this makeup exam will be calculated at 80%.

- (2) 如期中考或期末考當日遇不可抗力之因素(例如:重病住院、親屬或配偶之喪假等)，須提出證明且獲老師同意者，才能延後考試且不扣分。延後考試限於下一季開始前一個工作日之前考完，超過時間不予補考，該次考試以零分計算。

In the event of a force majeure on the day of the mid-term or final exam (such as serious illness requiring hospitalization, bereavement leave for relatives or spouse, etc.), proof must be provided and approval from the teacher must be obtained in order to postpone the exam without deduction of points.

Postponement of exams is limited to completion before the last working day before the start of the next season. No makeup exams will be allowed after this time, and the score for the missed exam will be recorded as zero.

- (3) 無論提前或是延後考試，確定考試日期後，不得再參加正式考試，考試成績均由學生自行負責，不接受複查且無爭議空間。

Regardless of taking an exam in advance or postponing it, once the exam date is confirmed, students are not allowed to

participate in the formal exam. Students are responsible for their own exam results. No review requests are accepted, and there is no room for dispute.

## 成績單及結業證書

### Grade Report and Certificate of Course Completion

每期課程結束後，學生得申請成績單及結業證書。但該生若缺少期末測驗或結業成績未達規定（總平均分數低於 70 分），或缺席時數超過規定，則不發予結業證書，但會給予學習時數證明。

The grade report and certificate of course completion will be granted upon application, which must be submitted within the last week of each term. However, no certificate will be issued if the student fails to produce grades from their midterm or final exam, or the final average grades are lower than the standard (70 points), or he/she doesn't fulfill the regulated attendance hours, but students can still apply for the certificate of study hours.

成績單及結業證書應於課程最後一週或學生離校前，於本中心辦公室申請，學生提出申請後始受理。如需郵寄，需繳交 NT200 元郵資，本中心將於課程結束後約 30 天，統一以掛號寄出。

To apply for the grade report and certificate, please fill out the application form at the office. If the grade report and certificate need to be sent to students by post, it will be sent via registered airmail about 30 days after the end of term, and it costs NT\$200 for postage (which shall be paid to the office upon application).

※結業證書將載明學生姓名、修業期間及時數，但不授予學分。

Student's name, study period, and class hours will be presented in the certificate. Credits are not offered for this class.

## 升級規定

### Requirements to Pass the Course

學期成績 70 分以上方可升級。評分標準如下：

A final score of 70% or above is needed to pass the course. The scoring criteria is as follows:

出席 Attendance	5%
課堂參與 Class Participation	15%
功課 Assignments	20%
小考 Quizzes	20%
期中考 Midterm Exam	20%
期末考 Final Exam	20%

## 續讀資格

### Qualifications for Registration in Future Terms

若學生有下列任一情形，本中心得視實際情況取消其學生資格，且不接受下一期的入學申請：

CLC may disqualify students from future enrollment and reject their applications for future terms in the following situations:

1. 連續 2 學期未能升級。  
Failure to move up for two consecutive terms.
2. 缺席時數超過規定。  
Exceeding the allotted number of absences.

本中心於每季期末進行續讀調查，欲續讀之學員須於規定期限內，依完成報名，並繳清學費。

Students who would like to continue their studies in CLC must complete the registration process and pay the tuition fee for the next term by the deadline.

倘若學生已申請下一期課程，卻因故而需退費，一切依本中心退費規定辦理。

If a student has already paid tuition for the next term but needs to apply for a refund, he/she may do so according to the **Refund Policy**.

# 退學規定

## Discontinuance of Studying Policy

學生個人有下列各款情形之一者，本中心得勒令退學，並通知內政部移民署，且有權拒絕該生下期之入學申請。

If a student has any of the following circumstances, the Center may order him/her to withdraw from school, notify the Immigration Department of the Ministry of the Interior, and have the right to reject the student's application for admission in the next semester.

1. 毆打教職員、同學  
Commitment of assault and battery upon the CLC faculty or students
2. 破壞公物，情節嚴重。  
Destruction of public property, occasioning grievous harm
3. 蓄意傷人，情節嚴重。  
Overt commitment of assault and battery, occasioning grievous harm
4. 因個人因素影響校園安全或課程進行，情節嚴重。  
Violation of the campus safety or the proceeding of the course
5. 有觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實者。  
Any behaviors that violate the Criminal Code or are pronounced guilty by the Court or proven as truth by the school

## 退費

### Refund Policy

1. 開課前申請退費者，退還已繳學費九成。  
Students who submit a refund application before the class starts are entitled to a 90% refund of the tuition.
2. 自實際上課之日算起，未逾全期授課時數三分之一申請退費者，退還已繳學費五成。  
Students who submit a refund application before passing one third of the class are entitled to a refund of 50% of the tuition.
3. 自實際上課之日算起，已逾全期授課時數三分之一者，不得申請退費。  
Those who have exceeded one-third of the total teaching hours from the official class start date may not apply for a refund.
4. 若因招生不足或非歸咎於學員之事由，致無法開課，無息退還已繳費用。  
If the class is cancelled due to low enrollment or other reasons unrelated to the students, all the fees will be refunded.
5. 除因故無法開課之班別外，報名費概不退還或保留。  
Except for the situation mentioned in point 4, there is no refund for the application fee.
6. 退費須於退費截止當日 16:00 前，攜帶下列文件「親自」至辦公室辦理  
All fee refund applications shall be submitted by 16:00 of the deadline. Please submit the following application documents to the CLC office in person.
7. 申請退費所需文件：  
Refund application documents：
  - (1) 退費申請書 application form
  - (2) 校外人士同意匯款切結書 The Document of Remittance
  - (3) 校外人士匯款同意書 Wire Transfer Agreement
  - (4) 繳費證明（收據）正本 original receipt
  - (5) 在臺存摺封面影本（帳號及分行名稱須清晰）  
A photocopy of the cover page of **Taiwan's bank** passbook



(which shall clearly indicate the name of bank branch and the account number)

## 健保資訊

### National Health Insurance

持有居留證且已在臺居留滿 6 個月者（期間僅可離境一次未逾 30 天，且實際居留日仍需計滿 6 個月），可申請全民健康保險。辦法如下（擇一）：

Those who have an ARC and have been staying in Taiwan for consecutive 6 months can apply for the National Health Insurance (you may leave Taiwan once for less than 30 days; and after excluding the days you are out of Taiwan; the days you stay in Taiwan shall be exactly 6 months in total).

申請

Application:

持「居留證」、「加保單」及「兩吋照片一張」，至中央健保局北區業務組辦理健保 IC 卡。

Go to the Bureau of National Health Insurance for the Insurance card with your ARC, insurance sheet and one photo (2 inches).

地址：新竹市武陵路 3 號

No.3, Wuling Rd. North Dist., Hsinchu City 30054 Taiwan (R.O.C.)

電話(Tel)：03-4339-111

Google Map



衛生福利部中央健康保險署網址：<http://www.nhi.gov.tw/>

The Bureau of National Health Insurance: <http://www.nhi.gov.tw/>

## 意外保險 Insurance

於本中心就讀之學生，亦提供意外醫療保險，此保險自每學期開學當日起生效，三個月為一期，以保險公司報價為準。欲投保者，請於註冊當日同時辦理投保；如欲續保，請於當期課程最後一週向本中心辦公室洽詢。

Our division offers accident insurance for the students enrolled in CLC. The accident insurance becomes valid on the first day of each semester for the duration of 3 months as the regular term. The insurance fee is determined by the statement reported by the insurance company. For those who wish to apply for insurance, please apply on the registration day; to renew the insurance, please apply for it within the last week of each semester.

保險內容：意外 80 萬、意外醫療實支實付 2 萬。

Insurance content: NT\$800,000 for injured, and NT\$20,000 for medical treatment.

## 工作證 Work Permit for Students

外籍學生須修習華語課程滿 6 個月以上方得申請工作證，主責單位：「勞動力發展署」。未經許可而有非法打工之情事，一經查獲將立刻通知主管單位取消其簽證資格。

Students cannot work in Taiwan without a permit from the Workforce Development Agency. They will be qualified to apply for a work permit after completing six months of Mandarin studying here. The student will be disqualified for his/her VISA if he/she is apprehended working illegally.

**Please apply from the Workforce Development Agency website :**  
<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>



## 辦理銀行帳戶 Open a bank account

持有居留證的學員：請持居留證、其他具辨識力之身分證明文件，如健保卡、護照、駕照或學生證等至到銀行辦理，未成年人應準備在臺監護人授權文件。

Students who hold the Alien Resident Certificate (ARC): Please bring the Alien Resident Certificate (ARC) and other identification documents, such as health insurance cards, passports, driver's licenses or student IDs, to the bank for the processing in person. Minors should prepare the authorization documents of their guardians in Taiwan.

未持有居留證之學員：需先至移民署填寫「中華民國統一證號基資表」，並持「合法入境簽證之護照」及「中華民國統一證號基資表」至銀行辦理。

For students who don't hold the Alien Resident Certificate (ARC): Apply for an "ID Number" in the Immigration, and bring the "Passport" and "Record of ID No. in the Republic of China " form to the bank for the processing in person.

### 中華民國統一證號基資表 Record of ID No. in the Republic of China

統一證號 /ID No.	:OD00000008
英文姓名/English Name	:XXXX XXXX
中文姓名/Chinese Name	:XXX
性別/Sex	:女
出生日期/Date of Birth	:19XX/XX/XX
國籍/Nationality	:印度
護照號碼/Passport No.	:XXXXXXXX
核發日期/Date of Issue	:2019/09/02
列印日期/Date of Printing	:2019/09/02

#### 使用須知 Instructions

1. 本表係持有人（臺灣地區無戶籍本國人及外國人）在中華民國完成註冊之身分資料。  
This paper is a record for the person who has filed his/her registration in the Republic of China. The bearer is limited to those who are nationals without Registered permanent residence in the Taiwan Areas or foreigners without holding Alien Resident Certificate.
2. 本表不具身分證明文件之效用。  
This paper is Not a certification of the bearer.
3. 本表如有遺失，得逕向任一服務站申請補發。  
Once this paper has been lost, please re-apply it from any of the local service center.



內政部移民署  
NATIONAL IMMIGRATION AGENCY  
MINISTRY OF THE INTERIOR  
REPUBLIC OF CHINA

## 簽證須知

Visa Issues (Please pay attention to your visa due date)

憑本中心入學許可申請 60/90 天 **停留簽證** 來臺

至移民署辦理第一次延簽：持 60 天以上之停留簽證入境，且未加蓋不准延期，有事由需繼續停留者，於停留期限屆滿前 15 日內，檢具相關證明文件向受理單位申請。

1. 出缺席紀錄
2. 在學證明

至移民署辦理第二次延簽：

1. 出缺席紀錄
2. 在學證明

離開臺灣，申請新簽證返臺：

1. 入學許可證
2. 出缺席紀錄
3. 在學證明

已連續就讀(同一間學校) **滿 4 個月** 且預付下期學費者，可於簽證期滿前兩週，先至外交部(10051 台北市中正區濟南路 1 段 2 之 2 號 3~5 樓)改換居留簽證，再至移民署申辦居留證：

1. 簽證申請表
2. 六個月內 2 吋彩色照片兩張  
以下請準備正本及影本。
3. 護照。
4. 三個月內健康檢查報告
5. 在學證明
6. 入學許可證
7. 上課出席紀錄證明
8. 成績單
9. 研習計畫書
10. 三個月內財力證明
11. 其他特別要求之文件



Apply for 60-day (90-day) extendable **Visitor Visa**



First extension at National Immigration Agency: The applicant who holds at least 60-day visitor visa without a stamp of no-extension and apply for extension within 15days before the expiry date of their visitor visa.

Attendance record  
Enrollment with record of registration



The Second-time extension at National Immigration Agency :

Attendance record  
Enrollment with record of registration



Leave Taiwan and apply for a new visa:

Admission letter  
Attendance record  
Enrollment with record of registration



Those who have been studying for constant **4 months** (in same school) and **have paid for the coming semester** are qualified to apply for ARC:

**First:** Apply for **Resident Visa** at Ministry of Foreign Affairs (3~5 Fl, 2-2 Chi-Nan Rd, Sec 1, Taipei City, 10051, ROC(Taiwan))

**Second:** Apply for ARC at National Immigration Agency:

1. Application form
2. Two color passport-size photos  
Original and one photocopy :
3. Passport and one photocopy
4. **Health certificate**
5. **Enrollment with record of registration.**
6. **Admission letter for new semester.**
7. **Record of attendance**
8. **Transcripts**
9. Study plan
10. proof of financial support





以上簽證資訊僅供參考，請諮詢鄰近的中華民國大使館（可至 [各駐外館處](#) 查詢），或是參考 [外交部領事事務局](#) 提供的資訊。出發前請務必先瞭解相關簽證規定。

The above information about visas is for reference only. For further details or updated information on visa regulations, please contact the nearest ROC embassy, consulate or representative agency, or visit <http://www.boca.gov.tw/>.

Please be sure you understand the rules and regulations regarding visas before you leave your country.

也可撥打外國人免費服務專線 1990，服務內容：外國人及新住民在臺生活需求及生活適應方面之諮詢服務，包括簽證、居留、工作、教育文化、稅務、健保、交通、就業服務、醫療衛生、人身安全、子女教養、福利服務、法律資訊及其他生活訊息等事項。提供中、英、日、越、印、泰、柬語服務。

You may dial the hotline of Foreigners in Taiwan: 1990. It provides counseling services of daily needs and life adaption for foreigners and new residents in Taiwan. The services include visa, residence, work, education, culture, tax, health insurance, transportation, employment, healthcare, personal safety, parenting, welfare services, legal information, and other daily life information. Chinese, English, Japanese, Vietnamese, Indonesian, Thai, and Cambodian language services are available.

#### 申請 Application:

內政部入出國及移民署—新竹服務站 Hsinchu City Service Center

地址：新竹市中華路3段12號1樓、2樓

Address：1F., No.12, Sec. 3, Zhonghua Rd., North Dist., Hsinchu City 300, Taiwan (R.O.C.)

電話：03-5243517

Telephone：03-5243517

外交部領事局—臺北 Ministry of Foreign Affairs

地址：10051 臺北市濟南路1段2之2號3~5樓

Address：3~5 Fl, 2-2 Chi-Nan Rd, Sec 1, Taipei City, 10051, ROC(Taiwan)

櫃檯受理服務時間：星期一至星期五 08:00-17:00 中午不休息

Work time：Mon.~Fri. 08:00 a.m.-17:00p.m. There is no noon rest time.

# 醫療檢查證明 Health Certificate

臺大醫學院附設醫院新竹分院一樓體檢組  
National Taiwan University Hospital -The First floor

地址：新竹市經國路一段 442 巷 25 號  
NO.25,Lane 442,Sec.1,Jingguo Rd., Hsinchu City 300,Taiwan(R.O.C.)

Tel: 886-3-5326151 #4006

掛號時間：

星期一至星期五 8:00-10:30 及 13:30-15:30 / 星期六 8:00-10:00

Work time：

Mon.~Fri. 08:00 a.m.-10:30p.m. and 13:30-15:30pm / Sat.08:00-10:00

請帶兩張大頭照、護照到一樓體檢組掛號

Please bring 2 Photos and passport to the first floor.

交通資訊 Information of Transportation：

高鐵 High Speed Rail	於竹北(六家站)下車→轉搭電聯車至北新竹火車站→走路(往中華路方向)至新竹分院(需費時約 15 分鐘) Get off at Zhubei Station>Transfer to EMU> Get off at North Hsinchu Station>Walk along Ziyou Rd. to Hsinchu Hospital(15min)
火車 Train	於北新竹站下車，走路至新竹分院，(需費時 15 分鐘)。 Get off at North Hsinchu Station> Walk along Ziyou Rd. to Hsinchu Hospital(15min)
公車 Bus	請坐 16、50、51 的公車到臺大新竹分院站。 Take Bus16, 50, 51 from Hsinchu Station(Bus Stop at ZhongZheng Rd.)
汽車 Car	中山高速公路 95A 交流道下→公道五路→經國路→臺大新竹分院 Chungshan Highway Hsinchu 95A interchange> Gongdao 5th Rd.>Jingguo Rd.> Hsinchu Hospital

Google Map



## 相關資訊 Related Information



外交部  
Ministry of Foreign  
Affairs  
(visitor visa for studying  
Chinese purpose)



內政部移民署  
National Immigration  
Agency



Study in Taiwan



探索臺灣  
Discover Taiwan



申請宿舍  
Apply for the Dormitory



獎學金  
Scholarship



外來人士在臺生活諮詢服  
務熱線 1990 免付費專線  
Foreigners In Taiwan  
Hotline: 1990



CLC's Line



CLC's Facebook