

## 國立成功大學文學院華語中心學生上課權益須知

### 1. 學生證

- 1.1 新生請於季班開學後到本中心辦公室領取學生證。
- 1.2 學生證內含修齊大樓門禁卡功能。
- 1.3 請妥善保存此學生證，若不小心遺失或人為損壞，須另支付重製費用新臺幣 150 元。

### 2. 學校設施使用須知

- 2.1 圖書館：正式生之學生證另含本校圖書館進出及借書功能，非正式生憑個人身份證明，如護照或居留證，換入館證進入圖書館。學生如需使用圖書館的視聽設備，需另付費用。
- 2.2 健康休閒中心：正式生憑學生證可至新建游泳池暨球類場館櫃台付費使用健康休閒中心。

### 3. 課堂規定

- 3.1 課堂活動時間包含教學活動、小考、期中考、期末考。
- 3.2 每堂課都有「教室日誌」，學生於課堂結束後於教室日誌簽名。
- 3.3 學生上課時間應調整手機為靜音，以保持良好的學習氣氛。
- 3.4 國定假日、本校校慶及運動會皆停課，不予補課。若因颱風、空襲等天災意外停課，亦同。
- 3.3 重要事項將公布在佈告欄、網頁與粉絲專頁，請自行查看。若超過申請時間，請自行負責。
- 3.6 如有任何學習適應等問題，得隨時向行政人員反應，以尋求幫助。
- 3.7 學生違反「國立成功大學學生獎懲要點」，經本中心教學會議決議為退學者，學費不予退費。

### 4. 出席

- 4.1 每節上課 50 分鐘，遲到 20 分鐘以上者，該節視為缺席，並記載於教室日誌。
- 4.2 如學生曠課時數超過當季時數三分之二者，將無法續讀下一季班。
- 4.3 缺席含請假時數超過上課總時數四分之一者，就有可能無法延長簽證或申請居留簽證。實際簽證延長及居留簽證申請之出席時數規定依移民署及外交部領事事務局最新規定為準。
- 4.4 領取外交部（MOFA）或教育部（MOE）獎學金者，每月不可缺席超過 12 小時。違反規定者將無法領取次月的獎學金。

### 5. 假別

- 5.1 病假：學生因病無法上課，可請病假，請最晚於上課前一小時告知授課老師或行政人員，並事後提出醫院相關證明影本，該次課程出席時數可採計 0.5 小時。
- 5.2 事假：學生因個人因素無法上課，可請事假，並列入缺席時數。請至少於上課前一天提早告知授課老師或行政人員。單班學生於課程開始後才提出課程時間異動者，視為事假。
- 5.3 生理假：學生因生理日無法上課，每月可請生理假一日，該次課程出席時數可採計 0.5 小時。
- 5.4 心理調適假：學生因心理或精神不適，無法上課，得提出申請。每季班以三天為限，該次課程出席時數可採計 0.5 小時。請假日數連續三天（含）以上者，須提出醫院相關證明。
- 5.5 單班學生若上課日原先請事假，但後來撤消，請至少於上課前一天提早告知老師或行政人員，於課程當日撤消事假者無法上課。
- 5.6 因重大事故（如喪假等）至多可請假二週，並提出相關證明給本中心審核。該請假時數列入事假缺席時數。

## 6. 補課

- 6.1 補課採一對一方式進行。
- 6.2 學生遲到或無故缺席者，老師無補課義務。
- 6.3 學生請病假經審核通過後，方可安排補課事宜；小班學生須負擔額外的學費，單班學生則由本中心視情況決議是否須支付額外的學費。
- 6.4 學生請事假經審核通過後，方可安排補課事宜，學生需負擔額外的學費。
- 6.5 因重大事故請假經審核通過者，方可安排補課事宜，小班學生須負擔額外的學費，單班學生則由本中心視情況決議是否須支付額外的學費。
- 6.6 課程時間經本中心安排並由學生審核後請事假不予補課，亦不退費。學生可付費另外安排上課。

## 7. 季班成績評量方式及評分標準

- 7.1 季班總成績包含必修課（綜合語言課）和語言選修課，所佔百分比為該課程所佔時數。
- 7.2 各科成績評分標準為平時成績佔 70%，期末考試成績佔 30%。
- 7.3 平時成績包括平時考試、出席率、上課表現及作業成績。
- 7.4 倘若學生未在考試時間內完成考試並欲延長考試時間，應以 30 分鐘為限，且該份試卷須扣總分 5 分。
- 7.5 單班期末考試考題由一對一授課教師依據當季班的學習內容共同命題。
- 7.6 單班學生欲於下一季班轉入小班應注意教材及進度，並通過小班期末考，及格分數為 60 分。
- 7.7 學生的季班總成績與必修課程（綜合語言課）成績須同時至少達 60 分以上，方能升級。若其中之一成績未達 60 分，將於下一季班續留原級。
- 7.8 續讀學生若欲於下一季班跳級，須向本中心申請，並於期末考後一週內參加跳級考試，通過標準為 85 分。
- 7.9 小班學生於同一級別最多只能就讀二季，若連續於二季班學習同一級別後仍無法升級者，則不能續讀，但可轉入單班。

## 8. 成績單

- 8.1 成績單僅提供給參加期末考的正式生，若不參加期末考，須至本中心辦公室填寫切結書。
- 8.2 成績單上列有學生修習的課程，包含成績、修習期間與修習時數。
- 8.3 續讀的學生可於次一季班第一週領取成績單。不續讀者可填寫成績單申請表，本中心將於季班結束後第三週寄送成績單。

## 9. 結業證書

- 9.1 正式生於季班須至少出席 75% 以上的課堂時數以領取結業證書。
- 9.2 學生將於每一季班的最後一日領取結業證書。提早於季班結束前離開的學生，請事先至本中心辦公室申請結業證書郵寄，本中心將於季班結束後第三週寄出結業證書。
- 9.3 結業證書為唯一正本，不另補發。

## 10. 退費（依教育部專科以上學校推廣教育實施辦法辦理）

- 10.1 繳費後至開學前退費者，可退還已繳學費之 90%。
- 10.2 自開學日算起未超過全期三分之一者，退還已繳學費之 50%。
- 10.3 雜費如報名費等不予退費。
- 10.4 符合退費規定者，請持（1）繳費憑證；（2）學生證；（3）郵局或銀行帳戶；（4）統一證號至本中心辦公室辦理。
- 10.5 申請者在繳出退費申請資料至少一個月後會收到退回款項。

## 11. 簽證

學生須自行留意簽證相關規定（如單次入境或多次入境，可延長或不得延長，簽證延長或辦理居留簽證時間及需準備的文件與入境限期、停留期限與入境台灣日期等），本中心僅提供相關證明文件（如在學證明，出席證明，成績單與學生證），非核發或辦理簽證相關單位，簽證相關事項須自行負責。

## **Student Regulations Guidelines**

### **Chinese Language Center, College of Liberal Arts, National Cheng Kung University**

#### **1. CLC Student Card**

- 1.1 New Students will get their CLC Student Card at the office after the commencement of the quarter.
- 1.2 The CLC Student Card is also used as an access card to Hsiu-Chi Building where the classrooms are located.
- 1.3 Students are responsible for proper usage of their Student Cards. A fee of TWD 150 will be charged for replacing a lost card.

#### **2. Facilities**

##### **2.1 NCKU Library:**

Full-time Students can access to resources at NCKU Library and check out books with a valid CLC Student Card. Part-time Students can apply for a temporary access card with valid personal identification, such as a passport or ARC card, at the library entrance. Additional fee is charged for using audio-visual facilities at the Library.

##### **2.2 Gym:**

Full-time Students can buy tickets with the CLC Student Card at the Gym counter.

#### **3. Class Regulations**

- 3.1 Regular class activities include instruction, quizzes, a mid-term exam, and final exam.
- 3.2 There is a "Class Journal" for every course. Students must sign on the "Class Journal" after the class.
- 3.3 Students should keep the mobile phones silent as a basic courtesy to the teacher and other students.
- 3.4 There are no classes on designated national holidays, NCKU Anniversary, and NCKU Sports Day. Classes will be cancelled in case of air raids or other natural disasters. There will be no make-up lessons for these occasions.
- 3.5 All important information, schedule and activities of the CLC are posted on the bulletin board, CLC website and Facebook fan page. No individual notice will be sent to students. Students are fully responsible for meeting the deadlines of the affairs related to their study and staying in NCKU.
- 3.6 If students have any problems relating to classes, please do not hesitate to contact CLC staff.
- 3.7 Students violating "National Cheng Kung University Directions for Student Rewards and Penalties" and being decided to have their enrollment revoked by the Teacher Council of CLC cannot apply for tuition refund.

#### **4. Attendance**

- 4.1 A regular class period lasts for 50 minutes. Students who enter the classroom after 20 minutes of the commencement of a class period will be marked as absent for that period and recorded in the "Class Journal".
- 4.2 Students who cannot attend the classes should file an anticipated absence request at the office. Students who are absent without filing the absence requests for more than one third of the class periods cannot continue studying at CLC in the next quarter.
- 4.3 Students may not extend Visa or apply for a Resident Visa, if they miss more than one fourth of the class period in a quarter. For details of attendance hours for visa and ARC extension, please refer to the updated regulations from Immigration Agency and Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China (Taiwan).
- 4.4 Students receiving the scholarships from the Ministry of Foreign Affairs or Ministry of Education should not miss more than 12 class periods in one month, regardless of the reason. Violating this rule will result in cancelation of the monthly stipend for the next month.

#### **5. Leaves**

- 5.1 Sick Leave: Students can request a Sick Leave due to illness. Inform the staff or the teacher at least 1 hour before the scheduled class time and submit a medical certificate to CLC afterwards. The approved Sick Leave can be counted as 0.5 attendance hours.
- 5.2 Personal Leave: Students can request a Personal Leave and it is counted as absence hours. Inform the staff or the teacher at least one day before the scheduled class time for a Personal Leave. Students of Individual Classes apply for time changes after the commencement of the courses should apply for Personal Leave in advance.
- 5.3 Menstrual Leave: Students may apply for menstrual leave for a maximum of one day in a month and this can be counted as 0.5 hours in attendance records.
- 5.4 Mental Health Leave: Students who have difficulty attending classes due to psychological or mental reasons may submit applications for mental health leave for a maximum of three days in a quarter and each course can be counted as 0.5 attendance hours. Applications for mental health leave for three consecutive days or more shall be submitted with a medical certificate issued by the medical institute or related counseling institution.
- 5.5 If students in individual classes apply for personal leave but want to cancel, they should notify the teacher or CLC staff at least one day before the start of the class. Those who cancel personal leave on the school day will not be able to attend the class.
- 5.6 Students can request up to two weeks of personal leave due to a major incident with a relevant proof to CLC for approval and it is counted as absence hours.

## 6. Make-up Lessons

- 6.1 Make-up lessons are conducted in one-to-one manner.
- 6.2 Students who are late or absent without filing an anticipated leave request are not eligible for make-up lessons.
- 6.3 Make-up lessons will be arranged after the student's request for sick leave is approved by CLC. Students of Small Group Classes should pay extra hourly fee for the make-up lessons. CLC will decide whether a student of Individual Classes should pay extra fee for the make-up lessons.
- 6.4 Make-up lessons will be arranged after the student's request for personal leave is approved by CLC. Students should pay extra hourly fee for the make-up lessons.
- 6.5 If students request for make-up lessons due to major incidents, the make-up lessons will be scheduled after their requests are approved. Students of Small Group Classes should pay extra fee. CLC will decide for whether students of Individual Classes should pay extra fee or not on a case-by-case basis.
- 6.6 After the course schedule is arranged by CLC and confirmed by students, CLC will not offer make-up lessons nor refund the tuition due to students' Personal Leaves. Students can apply for make-up lessons on their own expense.

## 7. Grading and Criteria

- 7.1 The student's average grade for the quarter program is made up from the grade of Required Classes and of Language Elective Classes, according to the percentage of hours of each course in relation to the total hours.
- 7.2 The final grade of a student for the quarter program is made up by a student's in-class performance (70%) and final exam score (30%).
- 7.3 A student's in-class performance is evaluated by the scores of quizzes, attendance, participation, and homework.
- 7.4 If the student cannot complete the exam within the specified time, he/she can request an extension of up to 30 minutes. Five points will be deducted from the total test score.
- 7.5 The final exam for the students taking the Individual Classes will be designed by teachers of the same levels based on the content taught during the quarter.
- 7.6 If students of Individual Classes plan to transfer to Small Group Classes in the next quarter, they should take the final exam of Small Group Class, and obtain a score of 60 or more.
- 7.7 Students must reach 60 points for the average grade and the Required Courses (Comprehensive Chinese Language Class) in order to progress to the next level in the program. If any is below 60 points, the student will repeat the same level in the following quarter.
- 7.8 Students who would like to skip a class level in the next quarter should apply to CLC in advance, and take the placement test within one week after the final-exam. The passing score is 85.
- 7.9 Students who are unable to upgrade to the next class level after repeating the same level twice will not be admitted to the small group program at the center, but can transfer to Individual Classes.

## 8. Transcripts

- 8.1 The Grade Transcript will be issued to Full-time Students who have completed all the courses and have taken the final exams in a quarter program. Students who do not wish to take the final-exams must fill a Declaration Statement at the CLC office.
- 8.2 The transcript lists the student's duration of study and all the courses taken with the grades and study hours.
- 8.3 Returning students will get their transcripts in the first week of the next quarter. Students who do not continue studying at CLC should apply for the transcripts at the office to be mailed to the specified address on the third week after the quarter program ends.

## 9. Certificate of Completion

- 9.1 Full-time students must attend more than 75% of the classes to be eligible for the "Certificate of Completion of Continuing Education Courses".
- 9.2 The Certificates will be given to the students on the last day of each quarter. Students who leave earlier can apply at the office for the certificate to be mailed to the specified address. The certificate will be mailed out on the third week after the quarter ends.
- 9.3 The Certificate of Completion is the only original copy and will not be reissued.

## 10. Tuition & Fees Refund

Admitted students who have made the payment but cannot complete the course for any reason can apply for refunds based on the Regulation for Extension Institution of Higher Education of the Ministry of Education.

- 10.1 Applicants who file the request of refund before the quarter begins will get 90% of the payment.
- 10.2 Applicants who file the request of refund within one third of the quarter will get 50% of the payment. Refunds are not permitted beyond one third of the term.
- 10.3 Miscellaneous fees, including the application fee, are not refundable.
- 10.4 Applicants should submit the following documents: (1) the original copy of the payment proof; (2) the Student ID Card; (3) a photo copy of the applicant's bank account passbook cover; and (4) R.O.C ID Number or ARC Number.
- 10.5 The administrative procedure of refunding will take at least one month.

## 11. Visa

Students have to carefully check the type of Visa issued by Taiwanese government, and pay attention to its validation, duration of stay, date of entry, and all regulations about extending the visa. It is the student's responsibility to maintain a legal status in Taiwan while studying at CLC. CLC will provide necessary documents for visa extension, including enrollment certificate, attendance record, grade transcript, and Student Card, but does not have any obligation to help students obtain or extend visas.