



成功大學  華語中心

National Cheng Kung University · College of Liberal Arts · Chinese Language Center

成大華語中心春季班 新生註冊說明會

NCKU Chinese Language Center
Spring Quarter Registration & Orientation

Wifi

Username: 26305/26308

Password : Kclc1982

請掃描QR code填寫新生報到表，說明會即將開始

Please scan the QR code to fill in the New Student Registration Form. The Orientation will begin soon.



AGENDA

1

9:00 - 12:00

Welcome & Introduction 歡迎及介紹

- Orientation 新生簡介
- Submit Your MMR and Chest X-ray Report
繳交MMR和胸腔X光報告
- Get Your Student ID Card 領取學生證

2

13:30 - 14:00

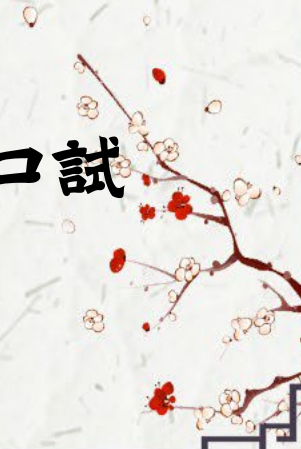
Meet Your Teacher & Tea Party

師生相見歡、茶會

3

14:00 - 16:00

**Oral Test for class change 分班口試
(optional)**



行事曆 Calendar

■ 重要日期有畫底線或標底色

Important dates are underlined or colored.

■ 背面有注意事項

The notes are on the back.

成大華語中心 2024 年春季班行事曆 NCKU CLC 2024 Spring Quarter Calendar

-- March 11 to May 31 --

年 月	週次	備註 NOTES						
		星期一 Mon.	星期二 Tue.	星期三 Wed.	星期四 Thu.	星期五 Fri.	星期六 Sat.	星期日 Sun.
2024 年 3 月				(Feb) <u>28</u>	(Feb) <u>29</u>	1	2	3
	W1	<u>11</u>	12	13	14	<u>15</u>	16	17
Mar.	W2	18	19	20	21	<u>22</u>	23	24
	W3	25	26	27	28	29	30	31
	W4	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	6	7
2024 年 4 月	W5	<u>8</u>	9	<u>10</u>	11	12	13	14
	W6	<u>15</u>	16	17	18	19	20	21
	W7	22	23	24	25	26	<u>27</u>	28
Apr.	W8	<u>29</u>	<u>30</u>					
	W9			1	2	3	4	5
	W10							
2024 年 5 月	W11							
	W12	6	7	8	9	<u>10</u>	11	12
	W13	13	14	15	16	17	18	19
May	W14	20	21	22	23	24	25	26
	W15	27	28	29	<u>30</u>	<u>31</u>		
	W16						1	2
2024 年 6 月	W17	3	<u>4</u>	5	6	7	8	9
	W18	10	<u>11</u>	12	13	<u>14</u>	15	16
	W19	17	18	19	20	21	22	23
Jun.	W20	24	25	26	27	28	29	30
	W21							
	W22							

備註 NOTES
活動日期將依疫情情況調整
The Date of Activities is subject to change due to the epidemic.

2月28日~3月3日 選修課線上選課
Feb. 28 to Mar. 3 Sign up for Elective Classes Online
3月8日 Mar. 8
9:00 a.m. - 12:00 p.m. 新生報到 New Student Registration
1:30 p.m. 師生相見歡&茶會 Meet your teacher & Join the Tea Party
3月11日 春季班開學【選修課同時上課】
Mar. 11 Spring Quarter begins【Elective classes begin】
3月15日 選修課換課截止
Mar. 15 Elective Class Changing Deadline
3月22日 臺南古蹟半日遊
Mar. 22 Half-Day Trip to Tainan City Historical Sites
4月1日至4月5日 春假(停課)
Apr. 1 to Apr. 5 Spring Break (No classes)
4月10日 春季班退費申請截止日
Apr. 10 Spring Quarter Tuition Refund Application Deadline
4月15日至5月10日 17:30 中心一般獎學金開放申請
Apr. 15 to 17:30, May 10 CLC General Scholarship Application Period
4月27日 戶外教學活動一日遊
Apr. 27 Outdoor Activity: One-Day Field Trip
4月29日至5月9日 語言競賽活動
Apr. 29 to May 9 Language Activity
5月1日 夏季班、暑期短期班(I) & (II)申請截止
May 1 Summer Quarter, Summer Short-Term Session (I) & (II) Application Deadline
5月21日 公布獎學金考場、考試時間
May 21 Announcement of CLC General Scholarship test site and time
5月30日 春季班期末考
May 30 Spring Quarter Final Examination
5月31日 春季班畢業聚餐
May 31 Spring Quarter Farewell Luncheon
6月4日 中心一般獎學金考試
Jun. 4 CLC General Scholarship Test
6月11日 18:00 公布中心獎學金名單
Jun. 11 18:00 CLC General Scholarship Announcement
6月14日 夏季班、暑期短期班(I)報到
Jun. 14 Summer Quarter and Summer Short-Term Session (I) Registration
6月17日至8月23日 夏季班開課日期
Jun. 17 to Aug. 23 Summer Quarter
6月17日至7月19日 暑期短期班(II)開課日期
Jun. 17 to Jul. 19 Summer Short-Term Session (II)
7月19日 暑期短期班(II)報到
Jul. 19 Summer Short-Term Session (II) Registration
7月22日至8月23日 暑期短期班(II)開課日期
Jul. 22 to Aug. 23 Summer Short-Term Session (II)

國光簽證 (60天/90天)
(目的為學習中文)
Visitor Visa (60/90 Days)
(Purpose of Learning Chinese)

入臺日
Day of Entry

入籍日期
Next Date of Entry

申請延長
Apply for Extension

申請延長
Apply for Extension

申請延長
Apply for Extension

申請延長
Apply for Extension

申請延長
Apply for Extension

申請延長
Apply for Extension

申請延長
Apply for Extension

申請原簽證
Apply for ARC

在臺期間學習中文滿4個月後，會再續讀至少3個月
4 months of continual Chinese language class enrollment and will continue for at least 3 more months

* 注意事項:

- 一、正式生於學期須至少出席75%以上的課堂時數以領取結業證書。
- 二、學生遲到或無故缺席者，老師無補課義務。
- 三、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。
- 四、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。
- 五、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。
- 六、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。
- 七、退費事宜請參考學上的「學生手冊」。

* Notes:

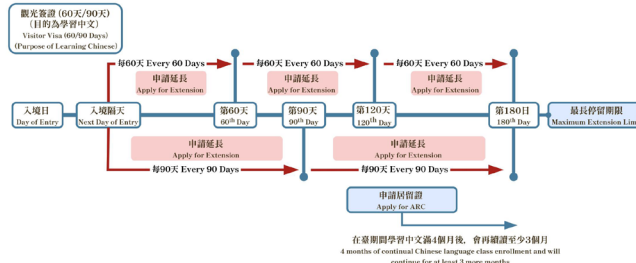
1. Full-time students must attend more than 75% of the classes to be eligible for the "Certificate of Completion of Continuing Education Courses".
2. Students who are late or absent without filing an anticipated leave request are not eligible for make-up lessons.
3. Make-up lessons will be arranged after the student's request for sick leave is approved by CLC. Students of Small Group Classes should pay an extra hourly fee for the make-up lessons. CLC will decide whether a student of Individual Classes should pay an extra fee for the make-up lessons.
4. Make-up lessons will be arranged after the student's request for personal leave is approved by CLC. Students should pay an extra hourly fee for the make-up lessons.
5. If students request 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 an extra fee. CLC will decide whether students of Individual Classes should pay an extra fee or not on a case-by-case basis.
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 at their own expense.
7. Please refer to the "Student Regulation Guideline" online for tuition and fees refunding regulations.

* 簽證注意事項

本中心正式生若持 60 天或 90 天可延長的「停留簽證(目的為研習中文)」，可以在當地移民署辦理延長，最長可停留 180 天。180 天期滿須境中申請新的觀光簽證再返台，或取得學滿中文 4 個月的證明，到移民署網站線上申請「居留簽證(目的為研習中文)」。

* Extending a Visitor Visa and Applying for an Alien Resident Certificate (ARC):

An extendable Visitor Visa (60/90 days) can be extended up to a maximum of 180 days, as long as the student maintains good academic standing and class attendance as a full-time student. After 180 days, students must go abroad and obtain a new Visitor Visa from the local Taiwan embassy before re-entering Taiwan. Alternatively, long-term students may desire to apply for an Alien Resident Certificate (ARC) through the Immigration Agency's website after 4 months of continual Chinese language class enrollment.



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2月27日星期二 February 27th, Tuesday

- ✓ E-mail 寄送課表 Class timetable sent by e-mail.
- ✓ 查詢 e-mail: z10707015@email.ncku.edu.tw

3月8日星期五 March 8th, Friday

- ✓ 註冊 Registration
- ✓ 13:30 師生相見歡與茶會 Student/Teacher Meet & Greet and Tea Party

出席規定 Attendance requirements

1. 正式生(一週上課 15 小時以上)曠課超過該學期時數之四分之一，不核發當期結業證書。
Full-time students (minimum 15 hours per week) must attend 75% or more class hours for eligibility to receive the "Completion of Continuing Education Program Certificate".
2. 因遲到、請假或無故缺席者，老師無義務補課。
Teachers are not required to make up missed classes, excused absences, or time lost due to student tardiness.
3. 若因個人因素要求補課，學生需自行負擔額外的學費。
Missed classes for personal reasons may be made up at student's own expense.
4. 本中心僅提供相關證明文件，不為學生負擔簽證責任，請留意自己的簽證相關事宜。
Chinese Language Center could only provide the required documents but not take responsibility for students' own visa problems.

退費 Refunds

1. 開班上課日前申請退費，退還已繳學費九成。未逾全期三分之一申請退費，退還已繳學費半數。逾全期三分之一不予退費。
Applicants who apply for refund before the beginning of the semester (i.e. first day of the semester) will be refunded 90% of tuition; 50% before one-third of semester has passed; no refund after one-third of semester.
2. 報名費、圖書館卡等費用不得申請退費。
Enrollment fee and library card are not refundable.

我已經閱讀並了解上述聲明。I have read and understand the above points.

學生姓名 student's name (print)

日期 date

敬請上網閱讀學生守則 Please check the Student Regulation Guide online.
網站 Website: <http://kclc.ncku.edu.tw/>

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CLASS REGULATIONS

上課規則



出席規定

Attendance Requirements

- 正式生(一週上課15小時以上)缺席時數超過該學期時數1/4者，不核發當期結業證書。

Full-time student will not receive completion certificate if his/her attendance record is less than 75%

- 因遲到、請假或無故缺席者，老師無義務補課。

Teachers are not required to make up missed classes, excused absences, or time lost due to student tardiness.

- 若因個人因素要求補課，學生需自行負擔額外的學費。

Missed classes for personal reasons may be made up at the student's own expense.

- 本中心僅提供相關證明文件，不為學生負擔簽證責任，請留意自己的簽證相關事宜。

Chinese Language Center could only provide the required documents but not take responsibilities for students' own visa issues.





出席規定

Attendance Requirements

- 設有20分鐘的緩衝時間。超過20分鐘後才進入教室者，視為缺席。


20-minutes grace period: **after 20 mins = absence**

- 若需要請假，請提前通知辦公室跟老師。

Leave for absence: Inform the CLC office and your teacher in advance.

請病假需要提供醫療證明

Medical certificates are required for sick leave.




請注意 NOTE!

出席率未達75%的學生將被通報給移民署。
Students with less than 75% attendance
will be reported to the Immigration
Agency.

不良的出席紀錄可能會影響到簽證的延長
或申請。

Poor attendance rates might lead to visa
extension and application problems.



退費規定

Refunds

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Applicants who apply for a refund before the beginning of the quarter (i.e. first day of the semester) will be refunded 90% of tuition; 50% before one-third of quarter has passed; no refund after one-third of quarter.

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- 本中心僅提供相關證明文件，不為學生負擔簽證責任，請留意自己的簽證相關事宜。
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換班規定

Class Level-change Regulations

Step 1

- 若您認為目前的課程程度與您本身不符，請先和老師討論。
If you think that current level does not fit yourself, please have a discussion with your teacher first.

Step 2

- 請於第一周時向Ms. Sally Lin提出換班的申請。(截止日期：3月14日, 15:30 pm)
Contact Ms. Sally Lin (z10707015@email.ncku.edu.tw) to apply for level change during 1st week of the Quarter. (Deadline: 15:30 pm, Mar. 14)

Step 3

- 每位學生可以申請換班**一次** Each student is allowed to change class **ONCE**.
- 若您去了新的程度就**不能**回原班 You **CANNOT** go back to the original class once you go to the new class.

Step 4

- 收到通知信後表示您的換班已確認，您可以去新班級。您同時會需要重新選選修課。
For applying level change, you could only go to the new class if receiving our notification. You may also need to re-select your electives classes.



評分標準

Grading and Criteria

期末成績 Final Grade

課堂表現
In-class
performance
70%

小考成績 Score of Quizzes

出席率 Attendance

參與度 Participation

作業 Homework

期末測驗
Score of
final exam
30%

季班總成績 Average Grade




必修課 Comprehensive Chinese Language Class

語言選修課 Language Elective Classes

請注意 NOTE!

小班成績或季班總成績未達60分者，下季班將維持原程度。

Any student whose small-group class final grade or quarter average grade is below 60 will remain at his/her current class level for the following quarter.



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。
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- 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 經授課老師同意，學生得申請延長期中考或期末考測驗時間。延長測驗時間以 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，並通過小班期中考，及格分數為 60 分。
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- 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。
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- 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。
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- 9.3 結業證書為唯一正本，不另補發。

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- 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，簽證相關事項自行負責。

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.
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- 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 Under the approval of the teacher, students may apply for the midterm or final exam time extension for 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.

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- 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.
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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。
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9. Certificate of Completion

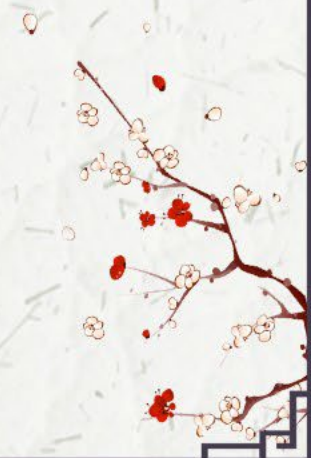
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COURSE RESOURCES

課程資源



學生證

Student ID Card

- 每季班都需蓋章

Must be stamped by CLC Office every quarter

- 做為圖書館卡使用 (僅限正式生)

As an access card to NCKU Library and borrow book.

(full-time student only)

卡片遺失補發將酌收工本費150元

TWD150 will be charged for replacing a lost card.



CLC Moodle Platform

Moodle平台用於協助您的學習

The CLC Moodle platform is used to support your learning.

- ✓ 請登入 Log into [CLC Moodle](#)
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Student ID (AHxxxxxx)
- ✓ 密碼 Password :
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We have emailed the Moodle information to you.



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請掃描QR Code以獲得購書資訊
Please scan the QR Code to get
the links for you to buy books.

我們建議您等到程度確定之後再
買課本。

We recommend you to buy the
textbooks after your level and
class are confirmed.

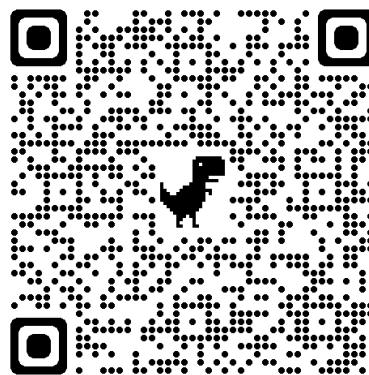
當代中文課程

A Course in Contemporary Chinese

課本

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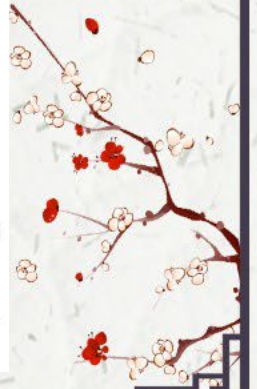


National Cheng Kung University Campus Map



- 01 Aeronautical & Astronautical Eng. Dept.
- SL1 Alumni Association Center
- KF1 Architecture Dept.
- 02 Center for Micro/Nano Science & Technology
- CK14 Chemistry Dept.
- TzC2 Chemical Eng. Dept.
- KF7 Chinese Lit. Dept.
- CK8 Civil Eng. Dept.
- ChKuo2 College of Bioscience & Biotech.
- TzC7 College of Eng.
- TzC3 College of Eng. & Computer Science
- KF20 College of Management
- ChKuo1 College of Medicine
- KF1 College of Planning & Design
- CK12 College of Sciences
- LHs5 College of Social Sciences
- KF3 College of Liberal Arts
- CK18 Computer Science & Info. Eng. Dept.
- CK15 Earth Sciences Dept.
- TzC3 Electrical Eng. Dept.
- CK21 Eng. Science Dept.
- CK6 Environmental Eng. Dept.
- CK17 Ge-Chi Hall
- CK11 Geomatics Dept.
- KF11 History Dept.
- CK3 Hydraulics & Ocean Eng. Dept.
- KF10 Industrial Design Dept.
- KF5 Institute of Art Studies
- CK2
- CK11 Materials Science & Eng. Dept.
- CK10 Mathematics Dept.
- TzC6 Mechanical Eng. Dept.
- LHs1 Medicine & Nursing Dept.
- LHs3 Mental Health Center
- CK1
- ChKuo1 Nursing Dept.
- ChKuo3 Occupational Therapy Dept.
- ChKuo3 Physical Therapy Dept.
- CK16 Physics Bldg. No.2
- CK13 Physics Dept.
- LHs4 R&D Foundation
- CK14 Resources Eng. Dept.
- TzC7 Systems & Naval Mechatronic Eng. Dept.
- KF4
- ChKuo2 University Center for Bioscience & Biotech.
- KF2 Urban Planning Dept.
- KF5 Architecture Research Bldg.
- TzC4 Chi Mei Building
- CK7 Geotechnical Eng. Bldg.
- KF3 Hsiu-Chi Building
- CK12 Info. Tech. Bldg.
- TzC5 Instrumentation Equipments Bldg.
- CK5 Main Library
- ChKuo2 Medical Lab. Science & Biotech. Bldg.
- CK19 Multi-Purpose Bldg.
- CK12 Physics & Chemistry Bldg.
- LHs4 Public Health Bldg.
- 02 Science & Tech. Bldg.
- SL2 Students' Reading Hall
- LHs2 The Uni President Health Research Building
- KF15 Wei-Nong Building
- LHs10 Institute of Archaeology
- ChKuo1 NCKU Hospital
- LHs7 NCKU Hospital Bldg. No.2
- KF17 Military Training Office
- KF16 Yun-Ping Administration Bldg.
- KF19 Art Center
- ChKuo1 Cheng-Hsing Auditorium
- KF19 Cheng-Kung Auditorium
- CK13 Ge-Chi Auditorium
- KF9 History Archives
- KF19 International Conference Hall
- LHs6 Magic School of Green Technology
- KF19 Student Activity Center I
- SL8 Student Activity Center II
- LHs8 Taiwanese Lit. Dept.
- LHs9 Life Sciences Dept.
- KF6 Banyan Garden
- KF8 Cheng Kung Lake
- CK20 NCKU Museum
- KF16 Phoenix Theater
- KF12 Small West Gate
- SL1 Zenda Suites
- KF23 Chung Cheng Gym
- KF22 Kuang-Fu Sports Court
- KF18 Kuang-Fu Sports Field
- SL3 Swimming Pool
- TzC1 Tzu-Chiang Sports Field
- 03 Aeronautical & Astronautical Eng. Dormitory
- CY4 Ching-Yeh Student Dorm No.1
- CY3 Ching-Yeh Student Dorm No.2
- CY2 Ching-Yeh Student Dorm No.3
- KF14 Kuang-Fu Student Dorm No.1
- KF13 Kuang-Fu Student Dorm No.2
- CY5 Medical Doctor Dormitory
- 05 Scholar Dormitory
- SL9 Sheng-Li Student Dorm No.1
- SL7 Sheng-Li Student Dorm No.2
- SL6 Sheng-Li Student Dorm No.3
- SL5 Sheng-Li Student Dorm No.5
- SL4 Sheng-Li Student Dorm No.6
- SL10 Sheng-Li Student Dorm No.8
- SL11 Sheng-Li Student Dorm No.9
- 04 Single Faculty Housing
- CY1 Single Faculty Housing
- CK9 Hsin Yuan
- CK20 Mail Room
- KF21 Post Office

- Centers & Dept.
- Buildings
- Hospital
- Administrations
- Auditorium
- Scenic Spots
- Sports
- Dorms & Lodgings
- Others



CLC FACILITIES

中心設施





CLC Office (26307)

Open hours: Mon.- Fri. 8:00-17:00

- ★ Copy machine reserved for scanning and printing.
- ★ Free Taiwanese culture-related board games to borrow



Computer Lab(26309)

Open hours: Mon.- Fri. 8:00-17:00

- ★ No eating or drinking inside the computer lab.
- ★ Classroom for Office Hour (Mar .18 ~ May 24, 2024)
- ★ Location for Newspaper





網路資訊

Wi-Fi Information

- 每間教室都配有Wi-Fi

Wi-Fi is available in every classroom.

- 熱點名稱 NETWORK ID :

NCKUCLC A, NCKUCLC BB, NCKU C, NCKU D,
Classroom Number (except 26302 & 26304)

密碼 Password :

Kclc1982

***Only 3F available**

VISA

簽證



停留簽證

Visitor Visa (Extendable)

如果您要使用NCKU CLC的許可申請延長簽證，您的簽證事由必須是在NCKU CLC學中文

To extend your visitor visa with our admission, the purpose shown on your visa must be “study Chinese at NCKU CLC”.

停留簽證的停留期間上限是180天

The maximum duration for a visitor visa is 180 days.

中華民國 REPUBLIC OF CHINA (TAIWAN) VISITOR

姓名/Surname, Given Name

護照號碼/Passport Number 出生日期/Date of Birth

簽證類別/Visa Type 性別/Sex
VISITOR

簽證期限/Duration of Stay
90 DAYS

簽發日期/Issue Date 入境限期/Enter Before
07 FEB 2023

簽發地點/Issued At 入境次數/Entries
SINGLE

簽證號碼/Visa Number

註記/Remarks
FR-國立成功大學文學院華語中心研習
DURATION OF STAY STARTS FROM THE NEXT DAY OF ARRIVAL

停留簽證

Visitor Visa (Extendable)

- 入境日期 Your Entry Date : _____
- 停留期限 Duration of Stay : 60 or 90 Days
- 在臺灣的第一天 Your first day in Taiwan : _____
 - ※ 停留期限從入境次日零時開始算
 - ※ Duration of Stay starts from the next day of arrival
- 在臺灣的第60或90天 The 60th or 90th day in Taiwan : _____

何時延長停留簽證 When to extend your Visitor Visa ?

▶ 到期日前2週內 2 weeks before the expiration day

何時申請居留證 When to apply for an ARC?

▶ 學習中文滿4個月 continuously study Chinese for 4 months



請注意 NOTE!

臺灣的移民法規非常嚴格，如果您逾期居留，
您將被罰款並立即被驅逐出境。

Taiwanese immigration law is very strict. If
you overstay your visa, you will be fined
and deported immediately.



如何申請居留證

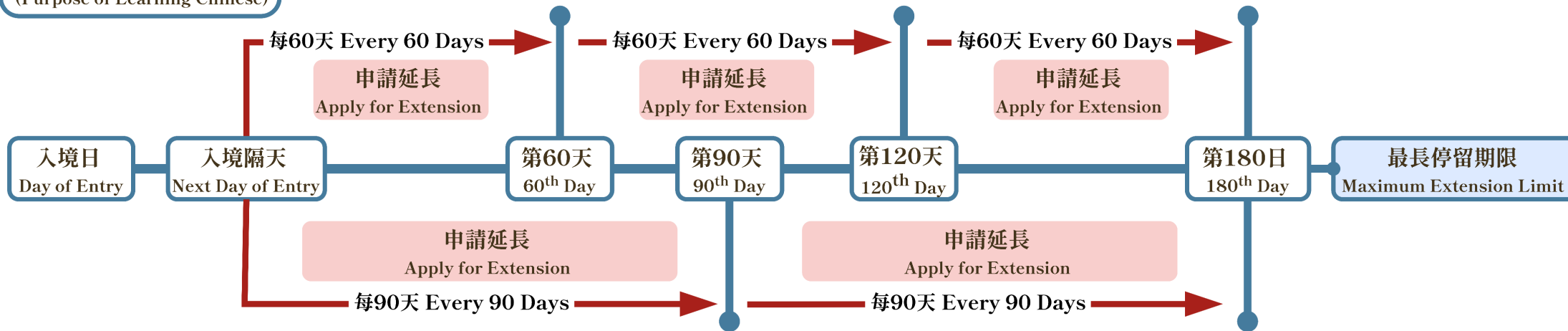
How to apply ARC

申請居留證 Apply for ARC

- 在NCKU CLC學習超過4個月且已繳完下季班學費後可以申請
After studying at NCKU CLC for 4 months and paying for the next quarter, you can apply for an ARC.
 - 請到移民署官網線上辦理
Please apply online on the Immigration Agency's website.
 - 需要資料 Document Required :
 - 在學證明與出席證明（出席率須達75%以上） Enrollment Certificate & Attendance Record (Attendance Record > 75%)
 - 健康證明（3個月內核發） Health Certificate (issued within 3 months)
 - 有效護照、彩色照片 Valid passport & Color Passport-Size Photo
 - 預繳下期的學費證明、居住地證明 Proof of Payment for next quarter and Accommodation
- 
- 

簽證時間軸 Visa Timeline

觀光簽證 (60天/90天)
(目的為學習中文)
Visitor Visa (60/90 Days)
(Purpose of Learning Chinese)



在臺期間學習中文滿4個月後，會再續讀至少3個月
4 months of continual Chinese language class enrollment and will
continue for at least 3 more months

辦理延長停留簽證地點

Where To Extend (Visitor Visa)

Local Immigration Office 移民署

🕒 Open Hours: Mon.-Fri. 08:00-17:00

📍 Address: 262, Sec. 1, Fuqian Rd., West
Central Dist., Tainan City

☎ Tel : 06-2937641



學習中文為目的停留簽證延長、轉換為居留證與居留證延長
Visitor Visa Extension, Switching to ARC & ARC Extension
for the Purpose of Studying Chinese

延長停留簽證
Visitor Visa
Extension

- 在簽證到期前15天內進行延長申請。
Apply for extension within 15 days before Visitor Visa expires.
- 請至少提前一天到辦公室申請延長的文件。
Request the relevant documents 1 day in advance before you go to the Immigration Agency.

轉換成居留證
Switch to ARC

- 在CLC學習超過4個月，出席狀況良好，且繳完下季班學費後可以線上申請。
After studying at CLC for 4 months with good attendance record and pay for next quarter (s), you can apply for ARC online.
- 請至少提前一天到辦公室申請延長的文件。
Request the relevant documents 1 day in advance before the application.

延長居留證
ARC Extension

- 在居留證到期前30天內進行線上申請延長。
Apply for ARC extension online within 30 days before it expires.
- 請至少提前一天到辦公室申請延長的文件。
Request the relevant documents 1 day in advance before the application.



CAMPUS LIFE

校園生活

校園設施

Campus Facilities

- 游泳池 Swimming pool: TWD60 per time

Open hours: (For Reference Only)

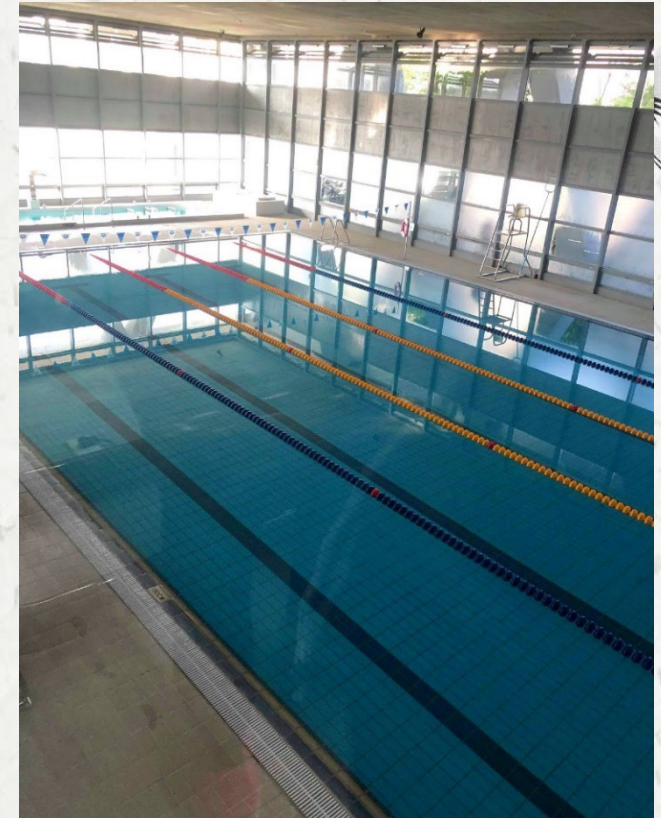
Mon. - Fri.	6:00-12:00 / 17:30-22:00
Sat. - Sun.	6:00-12:00 / 13:00-20:00

- 健身房 Gym: TWD40 per time

Open hours: (For Reference Only)

Mon.- Fri.	8:00-12:00 / 13:00-17:00 / 17:30-22:00
Sat. - Sun.	8:00-12:00 / 13:00-20:00

- **Swimming pool + Gym: TWD80**



校園設施

Campus Facilities



NCKU Library

Open hours: (For Reference Only)

Mon - Fri	08:20-21:10
Sat & Sun	09:20-21:10

- Media Center (additional fee)



No smoking on campus!

**Smoking on campus will be fined
TWD10,000.**

IMPORTANT NOTICE



**Please do not dispose of any
objects in the toilet.**



性騷擾、性侵害、性霸凌

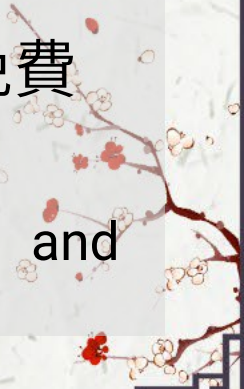
Sexual Harassment, Sexual Assault, Sexual Bullying

當您遭受性騷擾、性侵害或性霸凌，請立刻聯繫華語中心辦公室或老師


If you are sexually harassed, sexually abused, or sexually bullied, please immediately contact a member of the CLC staff or teacher(s).

心理諮商

Psychological Counseling



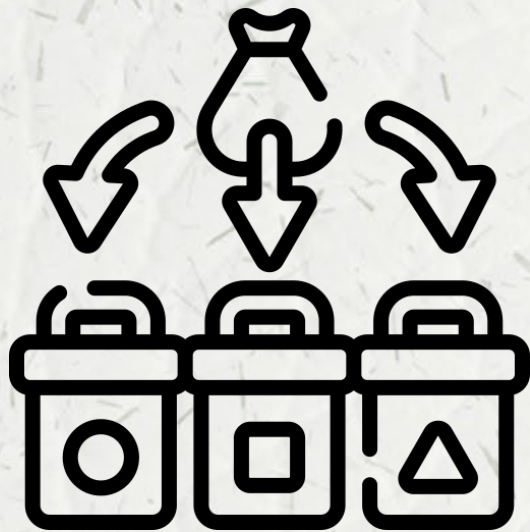
國立成功大學心理健康與諮商輔導組提供給華語中心學生一次性的免費諮商服務，如有需求，請與辦公室連絡。



CLC students can get a free one-time consultation at NCKU's Counseling and Wellness Service Division.

垃圾分類

Recycle Policy



■可回收 Recyclable:

- ✓紙類Paper
- ✓塑膠Plastic
- ✓玻璃Glass
- ✓錫罐和鋁罐 Tin and Aluminum Cans

■不可回收 Un-recyclable:

- ✓免洗餐具 Disposable tableware
- ✓紙巾、衛生紙 Toilet paper, tissue paper
- ✓髒的塑膠袋 Dirty plastic bags, food bags

■廚餘 Kitchen Waste



LIVING SUPPORT

**生活
支援**



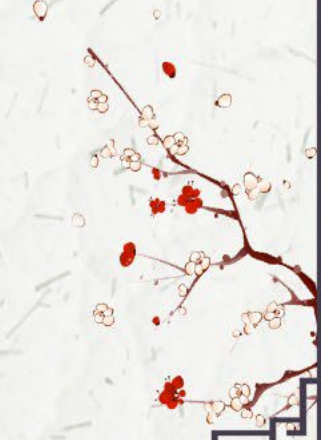

保險 Insurance

- 我們建議您在自己的國家保險。

We recommend you buy the insurance in your home country.

- 臺灣的健保要求有居留證的人在取得居留證後6個月後加入健保

Taiwan's National Health Insurance Law requires all ARC holders to register with the National Health Insurance Program after 6 months from their ARC issued date.

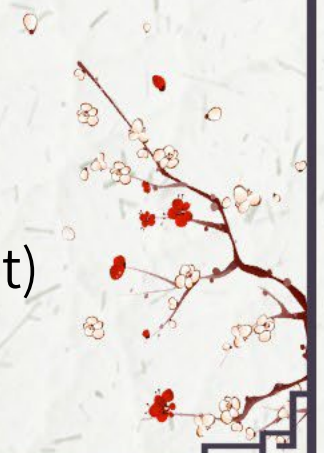




腳踏車、機車停車證申請

Bicycle & Scooter Parking Permit

- 腳踏車請依指示停放在修齊大樓旁的停車場
Bicycles should be parked in the parking lots next to the Hsiu-Chi Building.
- 學生可以申請校園機車停車證 Students can apply for motorcycle/scooter parking permits :
 - ✓ 申請期限 Application Period : 即日起至3/15(五) From now on until Mar. 15
 - ✓ 費用 Fee : TWD 300
 - ✓ 需要文件 Documents needed :
 - ① 學生證 Student ID Card
 - ② 駕照 Driver License
 - ③ 本人持有之車輛行照 Motorcycle/Scooter License (owned by the applicant)



大手牽小手

Hands Together Project

- 有機會認識臺灣的國、高中生和當地文化
Opportunities to get along with local students (senior and junior high) and know more about Taiwan culture.
- 有各式各樣的活動，並以英文進行。
Different activities in English. Like beach cleaning, tea ceremony, Tainan pastry making, etc.
- 活動報名資訊會以email寄送，並在電子看板公告。
Activity information will be sent by emails, and shown on the bulletin board.



華語生服務團

NCKU ISV

- 團員為NCKU各系所學生

Members come from different departments at NCKU

- 有機會找到語言交換

Chance to find a language exchange partner



@NCKUISV



台南市日本人協會

Tainan City Japanese Association



- 毎月一回の例会/講演会の開催
- 台南市生活情報発信
- 安全安心に関する情報発信
- 会員用Lineへの情報発信
- 法律、労働、ビジネス、医療、進学に関する相談受付…



社団法人台南市日本人協会
Tainan City Japanese Association

—台南をより暮らしやすくするための日本人協会—

日本人留学生の皆さま
困ったときは
頼ってください。

SOS



活動内容



Homepage



Facebook



Twitter

地震 EARTHQUAKE

尋求協助

中央氣象局網頁
<https://www.cwb.gov.tw/V8/C/>
緊急救助電話
119

緊急避難時

若是需要離家的情況，請關閉總電源、瓦斯或天然氣，攜帶緊急避難包及必要物品，前往約定的緊急集合場所或避難所。移動時請務必注意自身安全，若您在高樓請不要搭乘電梯，避免受困。

災後處理

地震結束後，請先把附近門窗打開，避免後續餘震發生而受困，關閉並檢查火源、電源是否有受損。在確認過自身與自家安全之後，可聯繫家人朋友報平安，並打開電視、廣播、手機App等，以獲取最新的地震資訊！

地震發生時：室外

戶外相對來說較為安全，請用隨身物品保護自身頭、頸部，並靜待地震結束。
若您駕駛車輛，請開啟警示燈後靠路邊停車，確認地震停止之後再繼續前進。

日常準備

居家應該準備額外的生活必需品，食品以可直接食用的食物、點心為主，其他生活用品含生活用水、衛生用品、手電筒、電池等物資可視個人需要準備。以上物資需要預估約3天的份量。

建立聯繫網路

確認居家附近避難收容處所的位置及聯絡電話，並事先研究安全的避難路線；與家人朋友約定震後緊急集合地點及聯絡方式。為避免災後電話佔線，建議以簡訊或即時通訊軟體做為聯絡管道。

緊急避難包

緊急避難包應準備以下物品：

- 約3天份緊急糧食及飲水、
- 保暖衣物用品、
- 個人醫療用品、
- 少許現金、有效身分文件、
- 手電筒、備用電池及其他工具等。

地震發生時：室內

「趴下」、「掩護」、「穩住」
地震發生時，應優先保護頭部、頸部避免受傷。請保持冷靜，就近找尋遮蔽物(如桌下或牆角)躲藏，並留意是否有掉落物，等搖晃停止後再起身移動。

RELATED INFORMATION

Central Weather Bureau:
<https://www.cwb.gov.tw/eng/>
Emergency line: 119

DAILY PREPARATION

Prepare extra daily essentials at home. This includes a 3-day instant food and snacks, as well as other necessary items like domestic water, sanitary products, flashlights, batteries, and any other materials that an individual may require.

EVACUATION ACTION

Turn off the main power supply, gas, or natural gas before leaving home. Bring the emergency kit and essentials with you and head to the shelter. Watch your safety on the way to the shelter. Do not use elevators if you are in a building.

EMERGENCY CONTACT

To be prepared for an earthquake, find the nearest shelter, plan a safe evacuation route, establish an emergency meeting place and contact methods with family and friends, and use SMS or messaging media instead of phone lines.

DISASTER TREATMENT

After an earthquake, open doors and windows to avoid getting trapped. Turn off fire and electricity, check for damage, and inform your family and friends of your safety. Stay updated on the latest information by turning on your TV, radio, or mobile app.

EMERGENCY KIT

An emergency kit should include:

- A 3-day supply of food & drinking water
- clothing & warm accessories
- personal medicines
- cash & valid identity documents
- flashlights, batteries, etc.

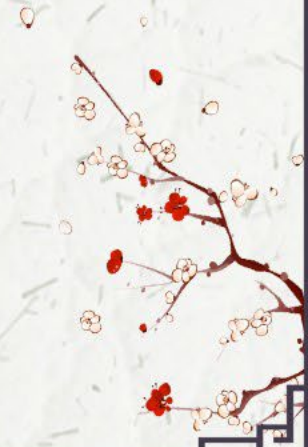
地震 EARTHQUAKE

DURING THE EARTHQUAKE: OUTDOORS

Outdoors are relatively safe. Protect yourself by covering your head and neck with available belongings.
If you are driving, turn on the warning lights and pull over to the side of the road until the earthquake passes.

DURING THE EARTHQUAKE: INDOORS

"Drop", "Cover", "Hold on"
When an earthquake strikes, protect your head and neck from getting hurt. Stay calm and find cover under a sturdy table or in a corner. Hold on until the shaking stops.



緊急聯絡

Emergency Contacts

- 成大華語中心 NCKU CLC

Tel : 06-2740715 or 06-2757575#52040

- 校安中心 NCKU Campus Security Center



Tel : 06-2757575#55555

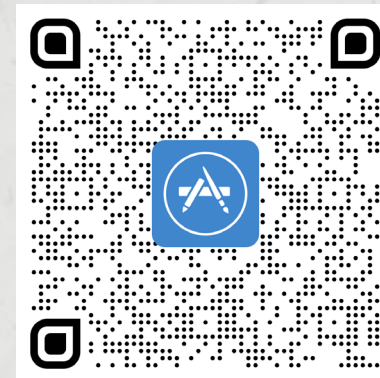
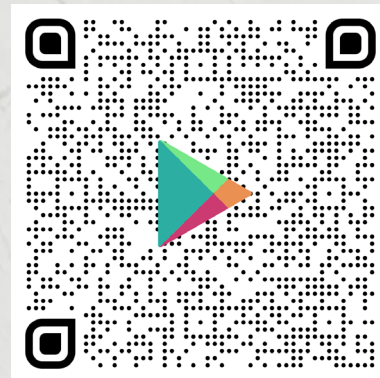
- 校園駐警隊 NCKU Campus Security Guard

Tel : 06-2757575#66666

✉ em66666@email.ncku.edu.tw

- 警察局 Police Office : 110

視訊報案 110 Video Reporting APP



- 消防局 Fire Department : 119

學生手冊

Student Handbook



國立成功大學華語中心
學生手冊

Student Handbook
Chinese Language Center, College of Liberal Arts
National Cheng Kung University

國立成功大學文學院華語中心
中華民國臺灣臺南市70101大學路1號
College of Liberal Arts, Chinese Language Center
National Cheng Kung University-----NCKU

Tel: +886-6-2740715 or
+886-6-2757575 ext. 52040
Fax: +886-6-2742516
E-mail: cm52040@email.ncku.edu.tw

Address: No. 1, University Road, East Dist., Tainan City, 70101, Taiwan
Website: <http://clc.ncku.edu.tw/>
Facebook: search "NCKU Chinese Language Center"
Line@: search "NCKUCLC"

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Link for the Handbook: <https://reurl.cc/lgapXA>

學長姐的建議

Advice from the Seniors




時間管理
Time Management



保持開放心態
Be open-minded



給自己多一點耐心
Be patient with yourself



**Thank you for your listening.
Enjoy your study at NCKU CLC!**

1 Orientation



2

HEALTH CHECK

3

Student ID Card

**新生說明部分已結束，謝謝您的聆聽。
請您依照工作人員的引導前往下一關。**

**The Orientation session is finished.
Please follow the CLC staff's guidance to the next session.**