



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: 26305/26308/26310

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 complete the New Student Registration Form. The Orientation will begin soon.

AGENDA

1

9:00 - 11:00

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

重要日期有加粗或標底色

Important dates are bolded or colored.

背面有注意事項

The notes are on the back.

成大華語中心 2025 年春季班行事曆 NCKU CLC 2025 Spring Quarter Calendar - March 10, 2025 to May 30, 2025 -

年	月	星期	一	二	三	四	五	六	日	備註 NOTES
週次	Mon	Tue	Wed	Thu	Fri	Sat	Sun	活動日期可能依視情況調整 The date of activities might be subject to change.		
2025 年 3 月 Mar.										<ul style="list-style-type: none"> 2月28日 春季班課長發給 (電郵) Feb. 28 Spring Quarter Course Schedule Release (Email) 2月27日至3月2日 退修課線上選課 Feb. 27 to Mar. 2 Sign up for Elective Classes Online 3月7日 新生報到、師生相見歡 Mar. 7 Registration and Meet Your Teacher(s) 8:00 a.m. - 11:00 a.m. 新生報到 New Student Registration & Orientation 1:30 p.m. 師生相見歡茶會 Meet your teacher & join the Tea Party 3月10日 春季班開學 Mar. 10 Spring Quarter Begins 3月14日 選修課程截止 Mar. 14 Elective Class Changing Deadline 3月21日 臺南古蹟半日遊 Mar. 21 Half-Day Trip to Tainan City Historical Sites 3月31日至4月6日 春假 (放假) Mar. 31 to Apr. 6 Spring Break (No Classes)
	W1	10	11	12	13	14	15	16		
	W2	17	18	19	20	21	22	23		
2025 年 4 月 Apr.	W3	24	25	26	27	28	29	30		
	W4									
2025 年 5 月 May										
	W5	14	15	16	17	18	19	20		
	W6	21	22	23	24	25	26	27		
2025 年 6 月 Jun.	W7	28	29	30						
	W8	5	6	7	8	9	10	11		
	W9	12	13	14	15	16	17	18		
2025 年 7 月 Jul.	W10	19	20	21	22	23	24	25		
	W11	26	27	28	29	30	31			

華語文能力測驗考試日期 TOCFL Test Schedule (僅供參考 For Reference only)

* 3月17日至4月1日 TOCFL正式考試報名
Mar. 17 to Apr. 1 Register for TOCFL Formal Test

* 4月28日至4月27日 TOCFL聽讀測驗CAT正式考試
Apr. 28 to Apr. 27 TOCFL CAT (Computerized Adaptive Test) Formal Test

* 4月14日至4月29日 TOCFL正式考試報名
Apr. 14 to Apr. 29 Register for TOCFL Formal Test

* 5月24日至5月25日 TOCFL聽讀測驗CAT正式考試
May 24 to May 25 TOCFL CAT (Computerized Adaptive Test) Formal Test

* 5月25日 TOCFL口寫測驗正式考試
May 25 TOCFL Formal Test (Reading & Writing)

* 注意事項:

- 正式生於春季班須至少出席75%以上的課堂時數以領取結業證書。
- 學生遲到或無故缺席者，老師無補課義務。
- 學生請假經審核通過後，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。
- 課程期間學生請事假不予補課，亦不退費。若學生有補課需求，須經本中心審核通過後，方可安排補課事宜，且學生須支付額外的學費。
- 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。
- 退費事宜請參考網頁上的「華語中心學生上課權益須知」。

* Notes:

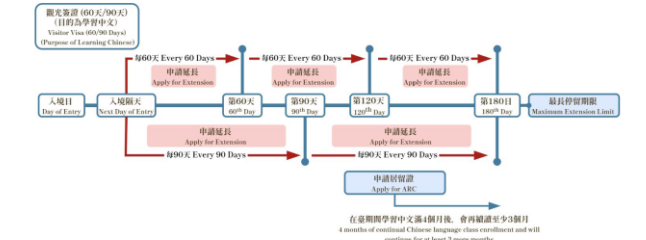
- Full-time students must attend at least 75% of the classes to be eligible for the "Certificate of Completion of Continuing Education Courses".
- Students who are late or absent without filing an anticipated leave request are not eligible for make-up classes.
- Make-up classes will only be arranged after the student's sick leave request is approved by CLC. Students of Small Group Classes should pay an extra fee for the make-up classes. CLC will decide whether a student of Individual Classes should pay an extra fee for the make-up classes.
- CLC will not arrange make-up classes or issue refunds for students who take personal leave during the courses. If students want to make up classes, classes would only be arranged after approval by CLC and students will need to pay an extra fee for the make-up classes.
- If students request make-up classes due to major incidents, the make-up classes will only be scheduled after their requests are approved. Students of Small Group Classes should pay an extra fee for the make-up classes. CLC will decide whether a student of Individual Classes should pay an extra fee for the make-up classes or not on a case-by-case basis.
- Please refer to the online "Student Regulations Guidelines" for tuition and fee refunding guidelines.

* 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)」，且出席狀況良好，可以在當地移民署辦理延長，最長可停留 180 天。180 天期滿須離境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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May 30 th	Fri.	端午節彈性放假 Make-up Holiday for Dragon Boat Festival (No classes)

2月26日星期三 February 26th, Wednesday

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

3月7日星期五 March 7th, 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

- 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".
- 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 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 responsibility for students' own visa problems.

退費 Refunds

- 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.
- 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

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COURSE 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。

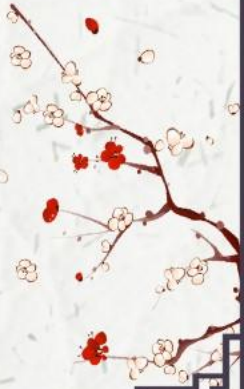

Teachers are not required to make up missed classes, excused absences, or time lost due to student tardiness.

- 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.

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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

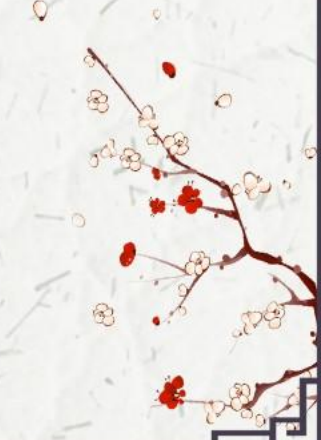

Refunds

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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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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。
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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 the current level does not fit you, 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13日, 15:30)
Contact Ms. Sally Lin (z10707015@email.ncku.edu.tw) to apply for level change during 1st week of the Quarter.
(Deadline: 15:30, Mar. 13)

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.



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。
- 3.5 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 學生違反本校「國立成功大學學生獎懲要點」中所述情形或觸犯本國法律且經法院判決有罪確定，經本中心教學會議決議為退學者，學費不予退費且可不再受理該生報名。

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。

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 classes 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" or violating the law of Taiwan and found guilty by a court and being decided to have their enrollment revoked by the Teacher Council of CLC cannot apply for tuition refund. CLC have the right to reject the student's further course application.

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 cancellation 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.

國立成功大學文學院華語中心
2025 年春季期授業時間數及選修課選課規則

一、每週的授業時間數：

教育部發「台文字 0960025441 号第 2 項」により、2008 年 9 月 1 日以降、各大学・学院の中国語教育機関は、外国籍学生に各人毎週最低 15 時間の履修を求めることとしている。本センターは毎週の授業時間数を 15 時間とする。小クラス及び個人班は毎週 15 時間の課程中、10 時間の言語課程と 5 時間の選択課程を含むものとする。5 時間の選択課程には、3 時間以上の言語系選択科目(ELC)を含めなければならない。

二、選択科目の内容

本センターが提供する選択科目は以下の通り：

1. 言語系選択科目(ELC)：文法、発音、熟語、会話、生活単語、歌って学ぶ中国語等のクラス
 2. 文化系選択科目(ECC)：水墨画、書道、太極拳等のクラス。
- 授業時間数は毎週 1 又は 2 時間、学生は自らの興味と語学レベルに合わせて履修できる。選択科目は毎学期の授業状況を見て調整する。

三、選択科目を選定する際の注意事項：

1. 選択科目選定までのスケジュール：

週	日期	内容
授業を始める前	2025.02.27	3 月 2 日午後 5 時までに履修登録。
	2025.03.02	
第 1 週目	2025.03.10	全選択科目聴講期間、3 月 14 日午後 5 時クラスチェンジ終了。
	2025.03.14	

2. あなたはあなた自身のレベルを満たしている少なくとも一つの言語選択科目を選択する必要があります。零級と初級班の学生は必修選択科目を受けなければならない。選択科目表を参考にして選ぶこと。
3. 学生は科目選定時には科目の難易度を考慮しなければならない。下位レベルの科目を選ぶことはできるが、上位レベルの科目を選ぶことはできない。下位レベルの課程を選ぶときは、選定期間内に候補登録し、当該クラスの定員に余裕のある場合に限り選択できる。学事評議会によって承認された特別な申請は、この規則の対象とはなりません。
4. 選択科目のクラス定員は科目内容によって調整する。クラスの人数が定員を超えた場合は、中文レベルが適合する者を優先する。適合する者が複数いる場合は登録順、及び上級クラス在籍者による下級レベルの授業の受講を優先する。
5. 選定期間内に登録を済ませなかった者は、その授業を受けることができない。
6. 学生は 3 分野から選択し、毎週 5 時間の受講を原則とする。
5 時間以上言語系選択科目を履修することは可能だが、別途費用を納めなければならない。なお、文化系選択科目は無料である。
欠席又は中途退出した場合は、欠席時数として扱われる。
7. 選択科目の欠席時数は補講を要求できず、欠席として記録処理される。学生は自分の出席状況に留意されたい。これにより当該学期の成績及び諸証明、並びにビザ延長に影響があっても責任は学生自らが負うものとする。
8. 選択科目の開講時間及び開設科目は、当該学期開講前に本センターウェブサイトにて公開する。
9. 選択科目の成績は、当学期の総授業時間の割合に基づいて計算する。
10. 未決定事項の取り扱いには本センターにおいて決定する。

國立成功大學文學院華語中心
NCKU Chinese Language Center 2025.02

National Cheng Kung University Chinese Language Center
Regulation for the Class Hours and Elective Classes
Spring Quarter, 2025

A. Class Hours

The Ministry of Education (MOE) Mandate #0960025441 states the following, "Starting September 1st, 2008, all language institutes will require every student to enroll in 15 hours of class per week."

Therefore, every full-time student at the Chinese Language Center is required to enroll in 15 hours of classes per week. Students in small group and individual classes will be required to take 5 hours of elective classes in addition to their regular 10-hour course. Within the 5 hours of the elective class, 3 hours must be from the Elective Language Class (ELC).

B. Elective Classes

Chinese Language Center offers elective classes in two categories:

1. Elective Language Classes (ELC): Grammar, Pronunciation, Chinese Idioms, Conversation, Vocabulary, Chinese Songs, etc.
 2. Elective Cultural Classes (ECC): Chinese Painting, Calligraphy, Taichi, etc.
- There are one or two hours for each class in a week. Students can select classes according to their language levels and interests. Please note that not all classes listed here are available every session.

C. Notice

1. Schedule

week	Date	event
Before Class Starts	2025.02.27	● Select elective classes online before 5pm, Mar. 2 nd .
	2025.03.02	
week 1	2025.03.10	● Temporary enrollment period - students may sit in on any elective classes during the first week. ● Deadline for changing elective class: 5pm, Mar. 14 th .
	2025.03.14	

2. Students need to choose at least one language elective course that meets their own level. For Beginner and basic level students are required to take mandatory elective classes at their corresponding level; please refer to the elective class schedule.
 3. Students should select elective classes appropriate for their levels of study. However, students may be permitted to enroll in lower-level classes if class sizes permit. Students with special needs should submit their applications to the NCKU CLC Academic Meeting for approval.
 4. Enrollment priority is according to level appropriateness followed by a "first come, first serve" basis.
 5. Students may not attend classes for which they have not formally enrolled.
 6. Students are required to attend 5 hours/3 elective classes per week. Additional tuition will be charged to students who elect more than the required hours of Elective Language Classes. (Extra hours of Elective Cultural Classes will not be charged.)
 7. There will be no make-up classes provided for absences in elective classes. Absences from elective classes may create problems when trying to apply for student visa extensions. It is solely the students' responsibility to maintain a good attendance record.
 8. The schedule and subjects of the elective classes will be shown on the CLC website before the semester begins.
 9. Elective class scores are based on the percentage of total class hours of the semester.
 10. If additional concerns occur, the final decision is made by the Chinese Language Center.
- NCKU Chinese Language Center 2025.02

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.

- 作為圖書館卡使用（**僅限正式生**）

As an access card to NCKU Library and borrow books
(full-time student only)

卡片遺失補發將酌收工本費150元

TWD 150 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.

- ✓ 帳號 Username
Student ID Number (AHxxxxxx)
- ✓ 密碼 Password
2025@Student

我們已經把Moodle的資訊寄給您
We have emailed the Moodle information to you.



CLC Moodle Platform 正體中文 (zh_tw) 您尚未登入 (登入)

國立成功大學華語中心 線上學習平台
National Cheng Kung University Chinese Language Center CLC Moodle Platform

Learners Today, Leaders Tomorrow.



您尚未登入 (登入)

1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

國立成功大學華語中心
Address: 701臺南市東區大學路1號(光復校區修齊大樓3F)
Tel: 06-2757575 ext.52040 Email: em52040@email.ncku.edu.tw

您尚未登入 (登入)

moodle

f y t

正體中文 (zh_tw)
日本語 (ja)
正體中文 (zh_tw)
English (en)
Español - Internacional (es)
Thai (th)
Vietnamese (vi)
한국어 (ko)

切換到標準的佈景主題

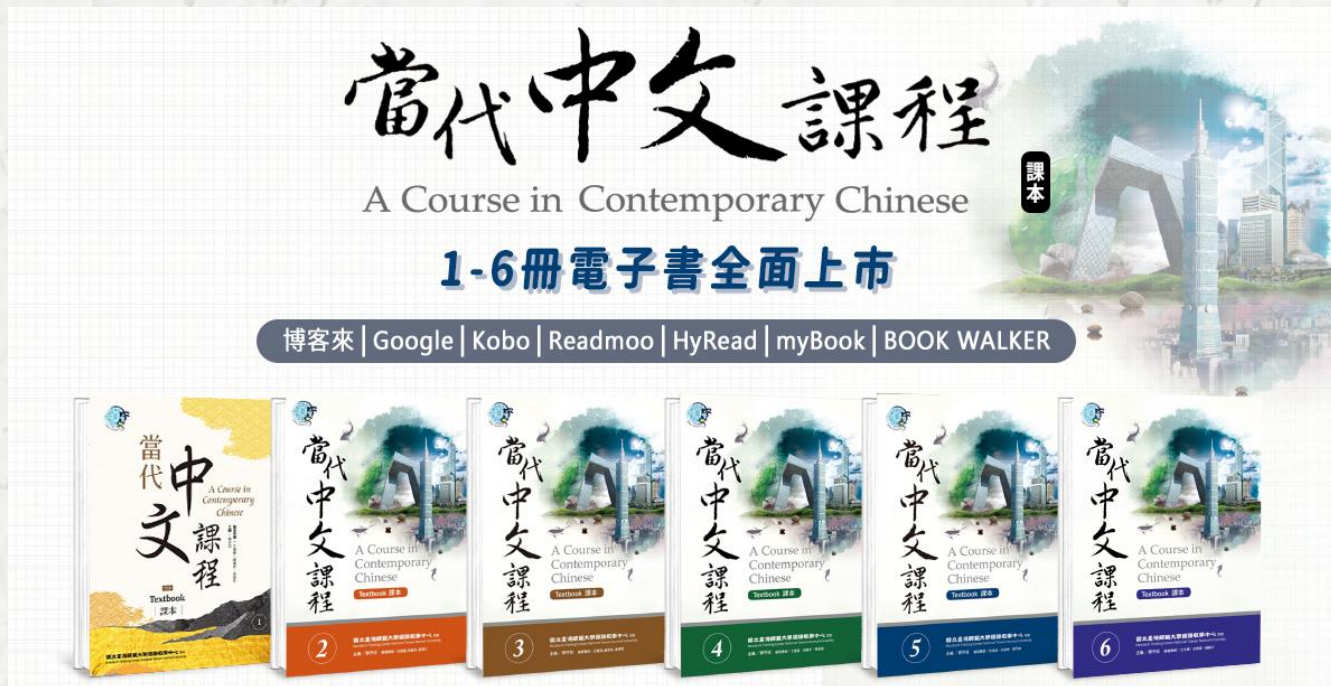
教材 Textbook

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.

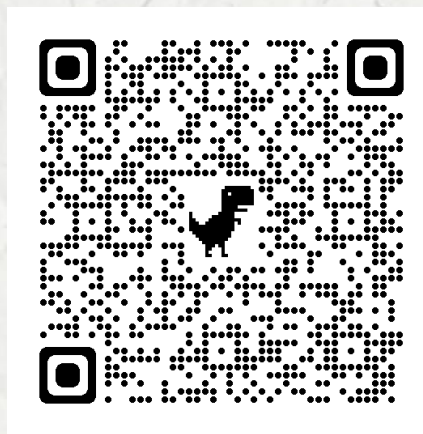

我們建議您等到程度確定之後再買課本。

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
1-6冊電子書全面上市

博客來 | Google | Kobo | Readmoo | HyRead | myBook | BOOK WALKER



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 .17, 2025 - May 23, 2025)
- 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NCKUCLC的許可申請延長簽證，您的簽證事由必須是在NCKUCLC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)

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
簽發日期/Issue Date 入境限期/Enter Before
07 FEB 2023
簽證期限/Duration of Stay
90 DAYS
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)

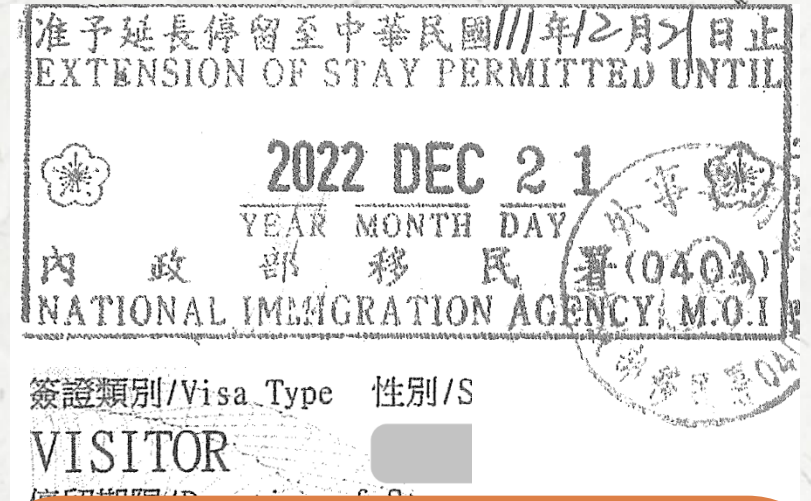
- 入境日期 Your Entry Date : _____
- 停留期限 Duration of Stay : 60 or 90 Days
- 在臺灣的第一天 Your first day in Taiwan : _____
 - ※停留期限從入境次日零時開始算
 - ※ Duration of Stay starts from the next day of arrival
- 在臺灣的第60或90天 The 60th or 90th day in Taiwan : _____

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個月且已付完下季班的學費後可以申請

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.

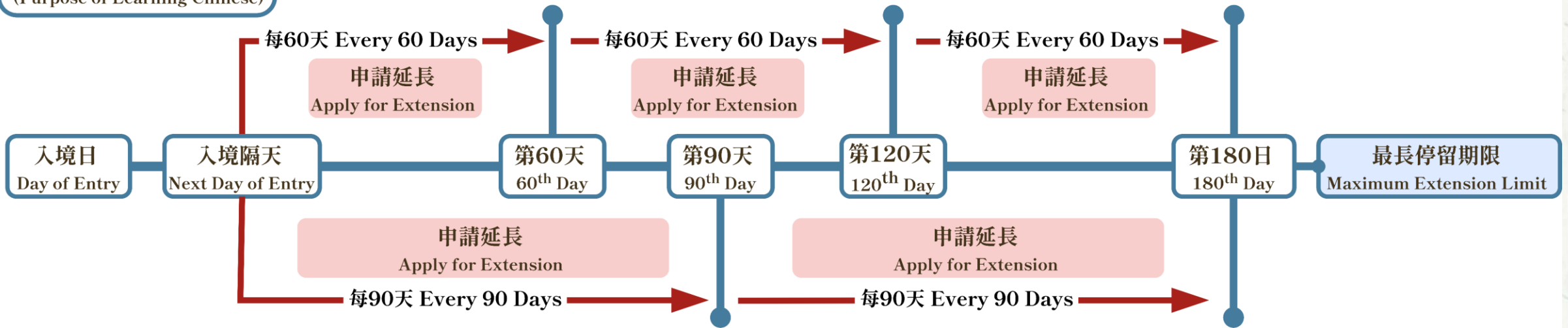
- 需要資料 Document Required :

- 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)



申請居留證
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



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.

☞ 外國人逾期停留或居留者處罰金額為TWD 10,000 ~ TWD 50,000
Foreigners Overstay with Visitor Visa or ARC to be Fined TWD 10,000 ~ TWD 50,000

校園生活

CAMPUS LIFE





校園設施

Campus Facilities

- 游泳池 Swimming pool: TWD60 per time

Open hours: (For Reference Only)

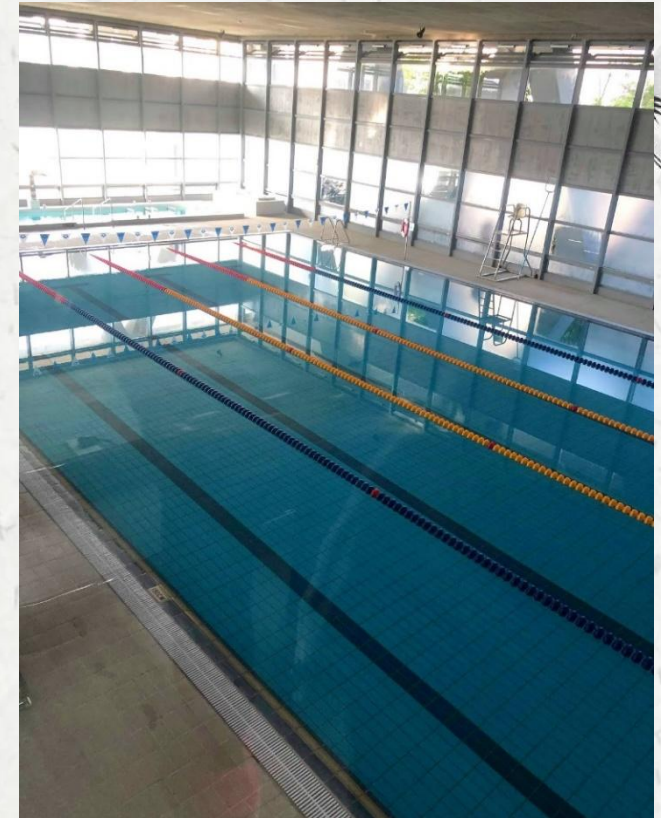
Mon. - Fri.	6:00-12:00 / 17:30-22:00
Sat. - Sun.	6:00-12:00 / 13:00-20:00

- 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 08:20-22:00

Sat & Sun 09:20-22:00

- Media Center (additional fee)



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.





No smoking on campus!

Smoking on campus will be fined TWD10,000.

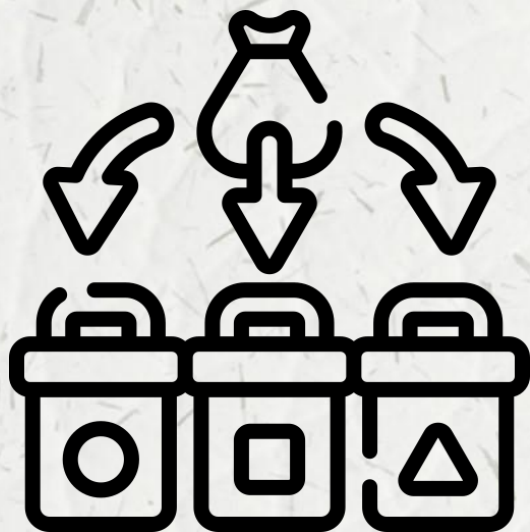
IMPORTANT NOTICE



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

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



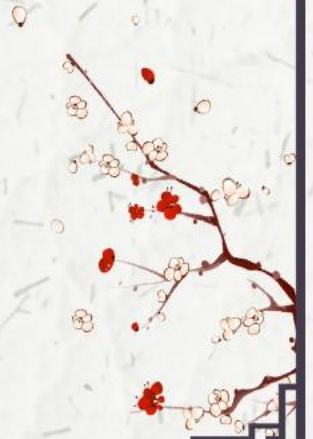
保險 Insurance

- 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.

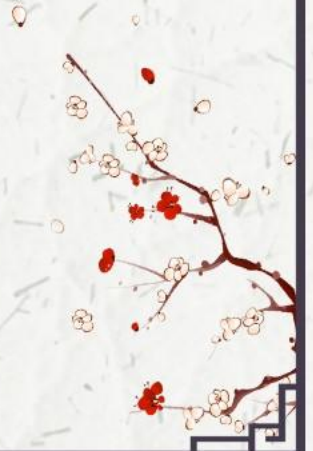




腳踏車、機車停車證申請

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 **3/14 (五)** From now on **until Mar. 14**
 - ✓ 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 emailed 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。
若您在駕駛車輛，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。

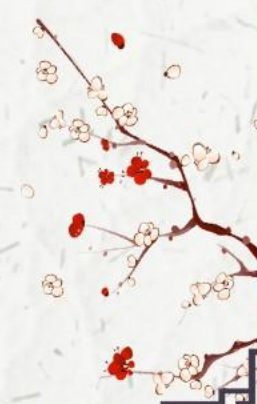
緊急避難包

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.

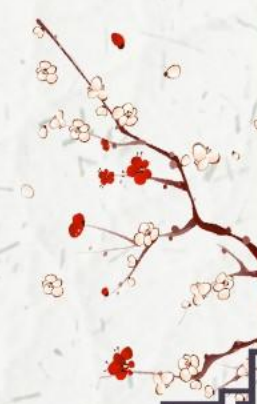
地震 EARTHQUAKE

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.





定義

7、8、9月為颱風主要侵臺季節，伴隨著淹水、山崩、土石流等災害，往往造成民眾生命財產嚴重損失。

警報發布及解除

預測颱風之7級暴風範圍可能侵襲臺灣及金馬地區陸地前18小時發布海上陸上颱風警報。暴風範圍離開臺灣及金馬陸上時解除。

災前準備

準備防颱用品、儲備糧食及飲用水、檢查門窗、拆除或強化固定懸掛物、確認鄰近避難所資訊。

緊急避難包

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。

颱風 TYPHOON

災中應變措施

隨時留意颱風動態及各類警報、待在家裡並避免外出、注意自身安全。

停電應變

停電時，請將插座上的電器插頭拔除，冰箱保持關閉，夜間照明請使用手電筒。若要離家避難，請關閉總電源。

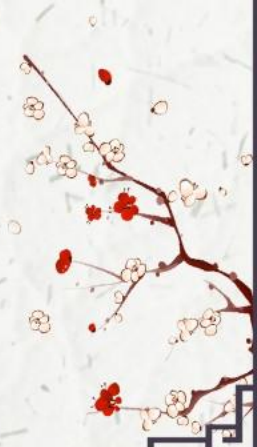
災後處理

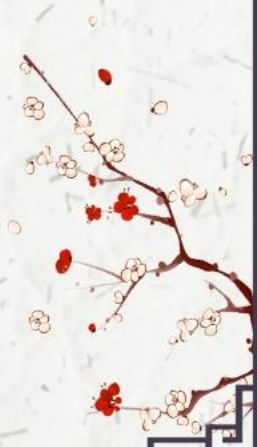
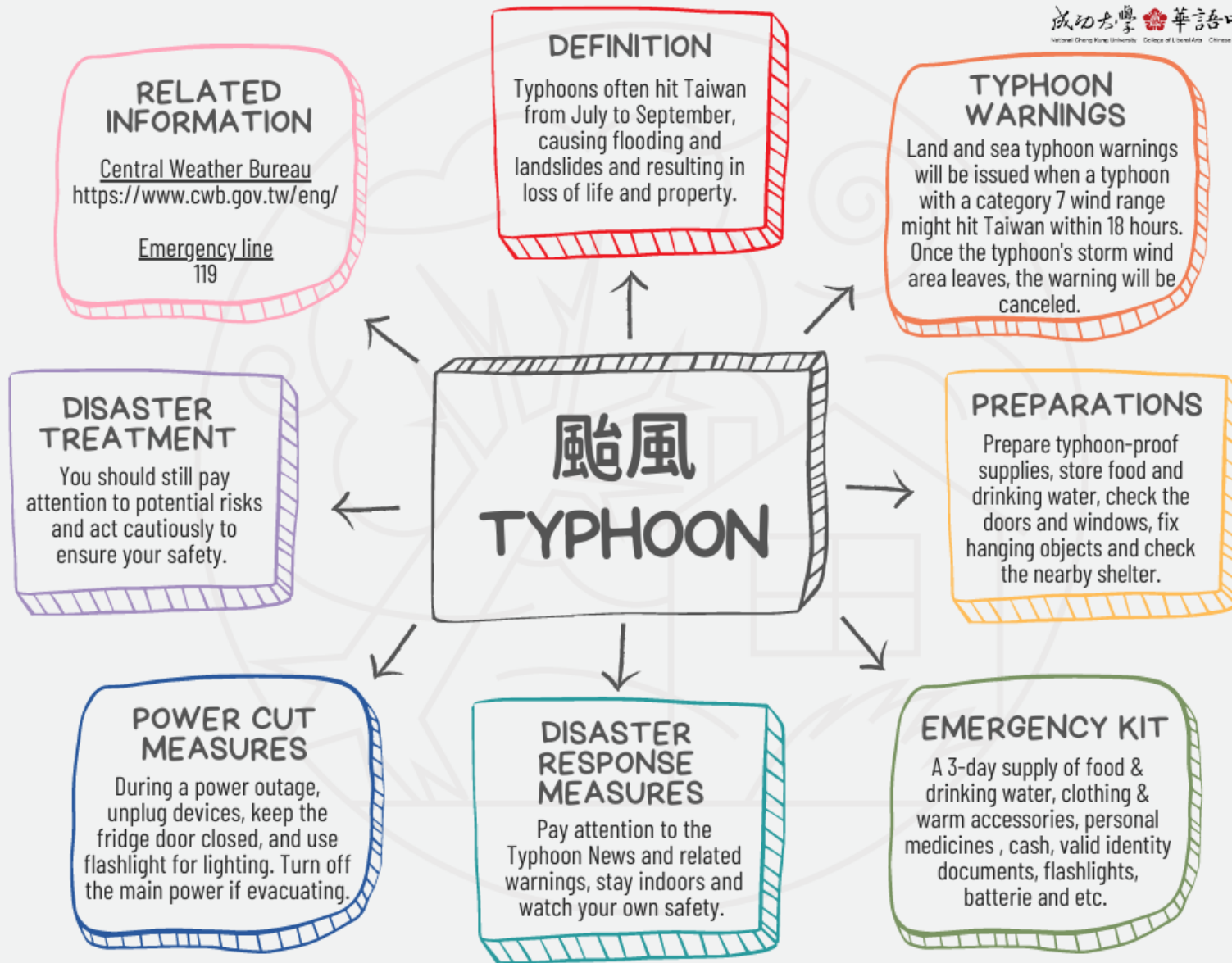
颱風後仍應提高警覺，注意潛在風險。進行復原工作時應以自身安全為最高考量。

相關資訊

中央氣象局
<https://www.cwb.gov.tw/V8/C/>

緊急救助電話
119





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

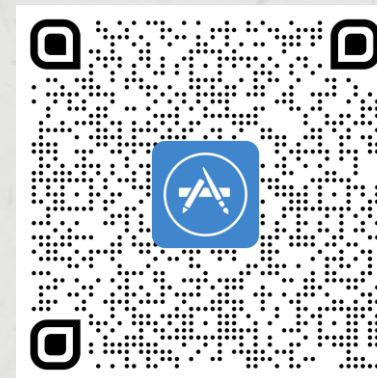
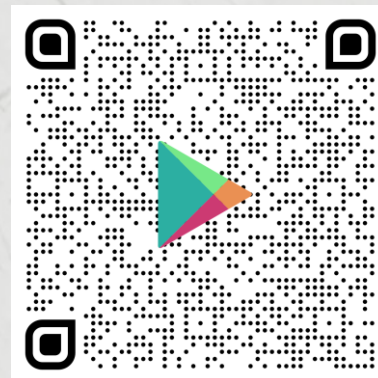
■ 校園駐警隊 NCKU Campus Security Guard

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7010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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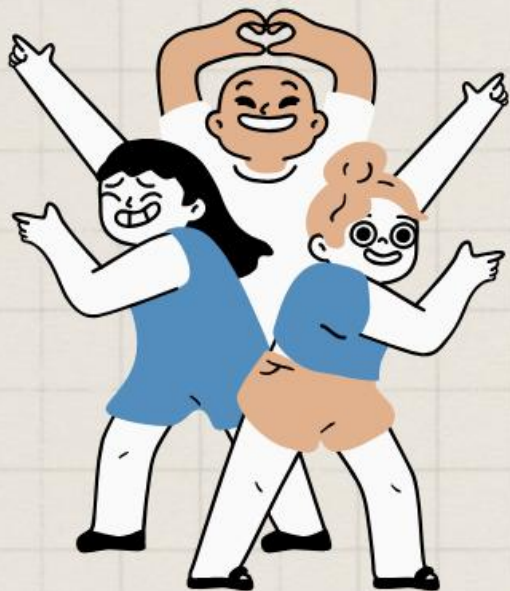
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Link for the Handbook: <https://reurl.cc/M6QAoK>

學長姐的建議

Advice from the Seniors



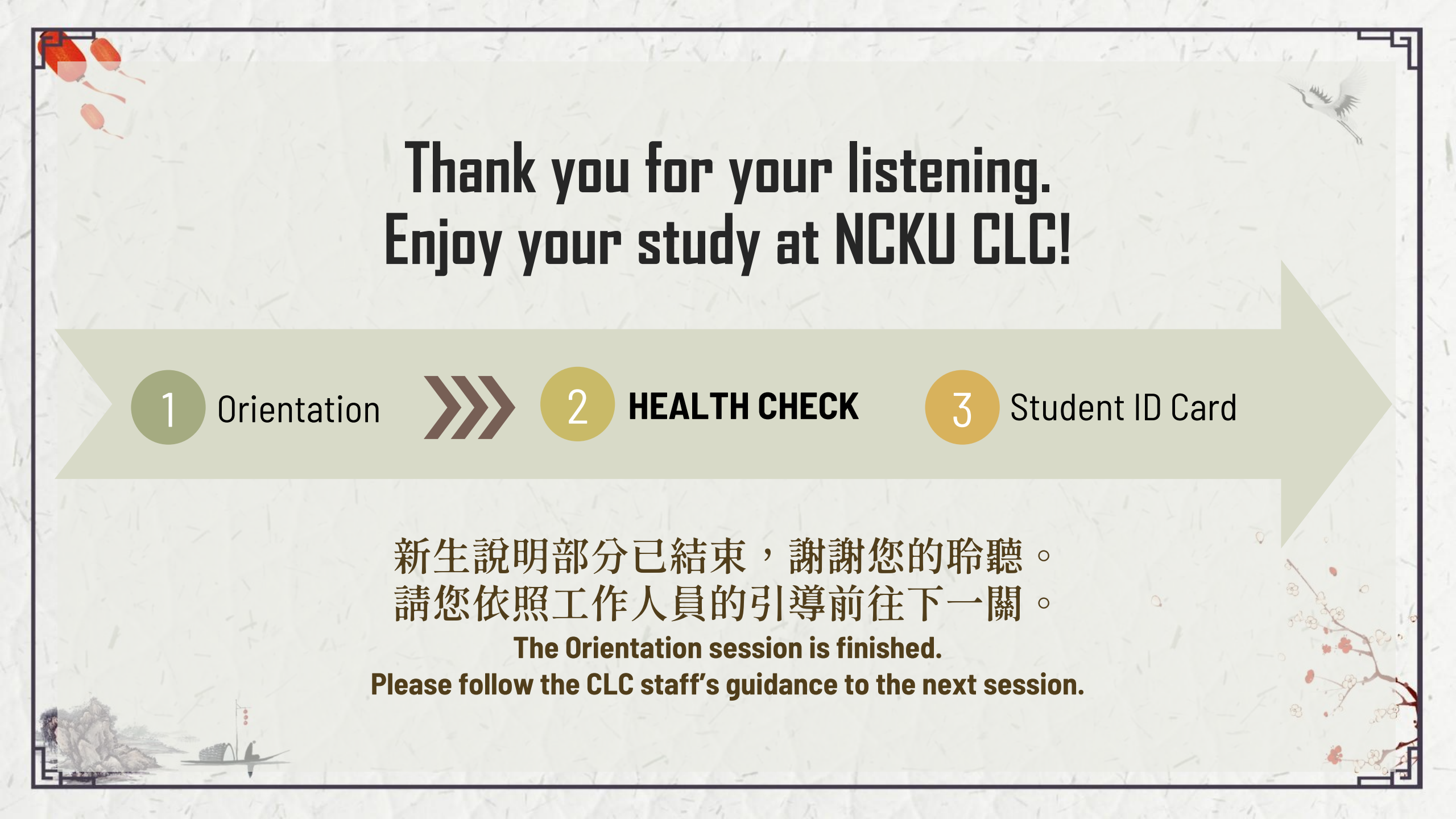
時間管理
Time Management



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.**