



成功大學 華語中心  
National Cheng Kung University • College of Liberal Arts • Chinese Language Center



## 成大華語中心冬季班 新生註冊說明會

NCKU Chinese Language Center  
Winter 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 2026 年冬季班行事曆 NCKU CLC 2026 Winter Quarter Calendar  
- December 8, 2025 to February 20, 2026 -

年 月	星期 週次	一 Mon.	二 Tue.	三 Wed.	四 Thu.	五 Fri.	六 Sat.	日 Sun.	備註: NOTES
2025 年 12 月 Dec.				(四 8) <b>26</b>	(四 9) <b>27</b>	(四 10) <b>28</b>	(四 11) <b>29</b>	(四 12) <b>30</b>	<div>活動日期可能依情況調整 The date of activities might be subject to change.</div> <div><ul style="list-style-type: none"><li>11 月 26 日 冬季班課表寄發 (Email) Nov. 26 Winter Quarter Course Schedule Release (Email)</li><li>11 月 27 日至 11 月 30 日 選修課線上選課 Nov. 27 to Nov. 30 Sign Up for Elective Classes Online</li><li>12 月 5 日 新生報到、師生相見歡 Dec. 5 Registration and Meet Your Teacher(s) ~ 9:00 a.m. ~ 11:00 a.m. 新生報到 New Student Registration &amp; Orientation ~ 1:30 p.m. 師生相見歡&amp;茶會 Meet your teacher &amp; Join the Tea Party</li><li>12 月 8 日 冬季班開學 <a href="#">選修課同時上課 Elective Classes Begin</a> Dec. 8 Winter Quarter Begins</li><li>12 月 12 日 選修課換課截止 Dec. 12 Elective Class Changing Deadline</li><li>12 月 19 日 臺南古蹟半日遊 Dec. 19 Half-Day Trip to Tainan City Historical Sites</li><li>12 月 25 日 行憲紀念日 (不上課不上班) Dec. 25 Constitution Day (No Classes/No Work)</li><li>12 月 29 日 冬季班退費申請截止日 Dec. 29 Winter Quarter Tuition Refund Application Deadline</li></ul></div>
	W1	8	9	10	11	12	13	14	
	W2	15	16	17	18	19	20	21	
	W3	22	23	24	<b>25</b>	26	27	28	
2026 年 1 月 Jan.	W4	<b>29</b>	30	31					<div><ul style="list-style-type: none"><li>2026 年 1 月 1 日 元旦 (不上課不上班) Jan. 1, 2026 New Year Holiday (No Classes/No Work)</li><li>1 月 15 日 春季班申請截止 Jan. 15 Spring Quarter Application Deadline</li><li>1 月 17 日 戶外教學活動一日遊 Jan. 17 Outdoor Activity: One-Day Field Trip</li><li>1 月 19 日至 1 月 23 日 語言競賽活動 Jan. 19 to Jan. 23 Language Activity</li></ul></div>
	W5	5	6	7	8	9	10	11	
	W6	12	13	14	<b>15</b>	16	<b>17</b>	18	
	W7	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24	25	
2026 年 2 月 Feb.	W8	26	27	28	29	30	31		<div><ul style="list-style-type: none"><li>2 月 4 日至 2 月 6 日 春節活動 Feb. 4 to Feb. 6 Chinese New Year Festival Activities</li><li>2 月 12 日 冬季班期末考 Feb. 12 Winter Quarter Final Examination</li><li>2 月 13 日 冬季班結業聚餐 Feb. 13 Winter Quarter Farewell Luncheon</li><li>2 月 15 日至 2 月 20 日 春節 (不上課不上班) Feb. 15 to Feb. 20 Chinese New Year Holiday (No Classes/No Work)</li><li>3 月 6 日 春季班報到、相見歡 Mar. 6 Spring Quarter Registration</li><li>3 月 9 日至 5 月 29 日 春季班開課日期 Mar. 9 to May 29 Spring Quarter</li></ul></div>
	W9	2	3	<b>4</b>	<b>5</b>	<b>6</b>	7	8	
	W10	9	10	11	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	
		<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	21	22	
2026 年 3 月 Mar.		23	24	25	26	27	28		<div><div>華語文能力測驗考試日程 TOCFL Test Schedule (僅供參考 For Reference only)</div><div>※1月12日至1月27日 TOCFL正式考試報名 Jan. 12 to Jan. 27 Register for TOCFL Formal Test ※3月7日至3月8日 TOCFL電腦測驗CAT正式考試 Mar. 7 to Mar. 8 TOCFL CAT (Computerized Adaptive Test) Formal Test ※3月8日 TOCFL口寫測驗正式考試 Mar. 8 TOCFL Formal Test (Speaking &amp; Writing)</div><div>Google Calendar</div><div></div></div>
		2	3	4	5	6	7	8	
		9	10	11	12	13	<b>14</b>	15	
		16	17	18	19	20	21	22	
		23	24	25	26	27	<b>28</b>	29	<div>成大華語中心 National Cheng Kung University - College of Liberal Arts - Chinese Language Center</div>
		30	31						

### \* 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，個別課學生則由本中心視情況決定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，個別課學生則由本中心視情況決定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:

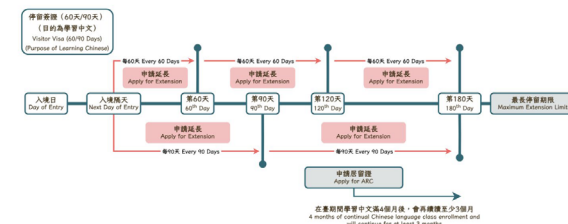
- Full-time students must attend at least 75% of the classes to be eligible for the "Certificate of Completion of Continuing Education Courses".
- Students who are late or absent without filing an anticipated leave request are not eligible for make-up classes.
- Make-up classes will only be arranged 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停留簽證再返台，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.





國立成功大學華語中心 2026 年冬季班註冊通知  
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11 月 26 日 星期三 November 26<sup>th</sup>, Wednesday

✓ E-mail 寄送課表 Class timetable sent by e-mail.

✓ 查詢 e-mail: [z10707015@email.ncku.edu.tw](mailto:z10707015@email.ncku.edu.tw)

12 月 5 日 星期五 December 5<sup>th</sup>, 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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網站 Website: <http://kclic.ncku.edu.tw/>

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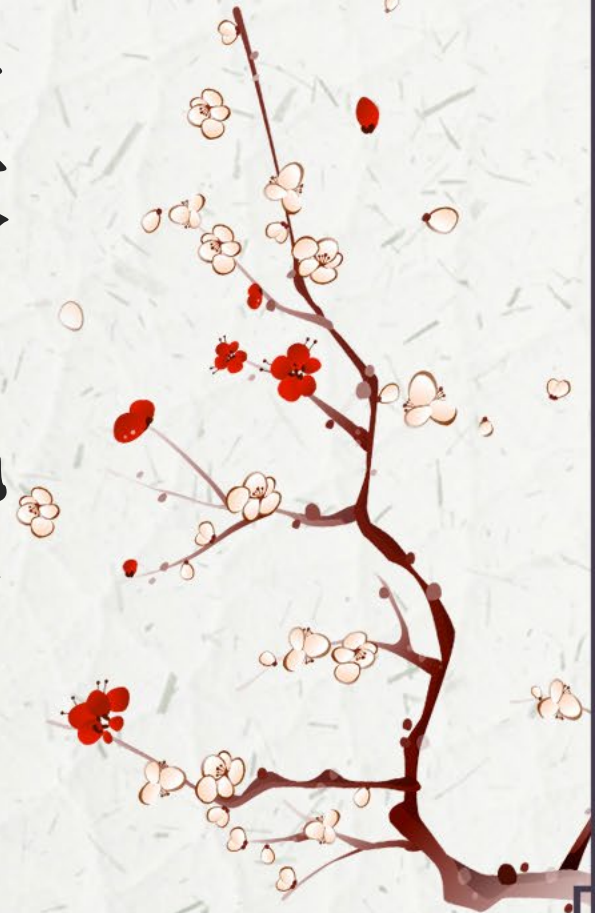
學生姓名 student's name (print)

日期 date

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

# 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 $\frac{1}{4}$ 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。


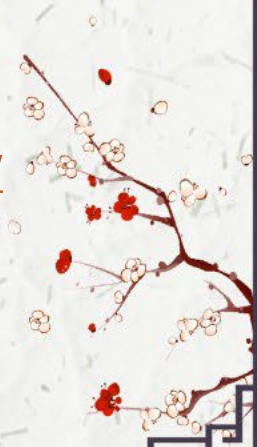
Teachers are not required to make up missed classes, excused absences, or time lost due to student tardiness.

- 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 responsibility 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

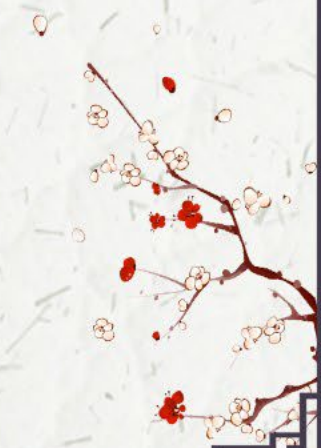

## Refunds

- 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 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.

- 報名費、圖書館卡等費用不得申請退費。

Enrollment fee and library card are not refundable.





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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 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：12月11日, 15:30)  
Contact Ms. Sally Lin ([z10707015@email.ncku.edu.tw](mailto:z10707015@email.ncku.edu.tw)) to apply for level change during 1<sup>st</sup> week of the Quarter.  
(Deadline: 15:30, Dec. 11)

### 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

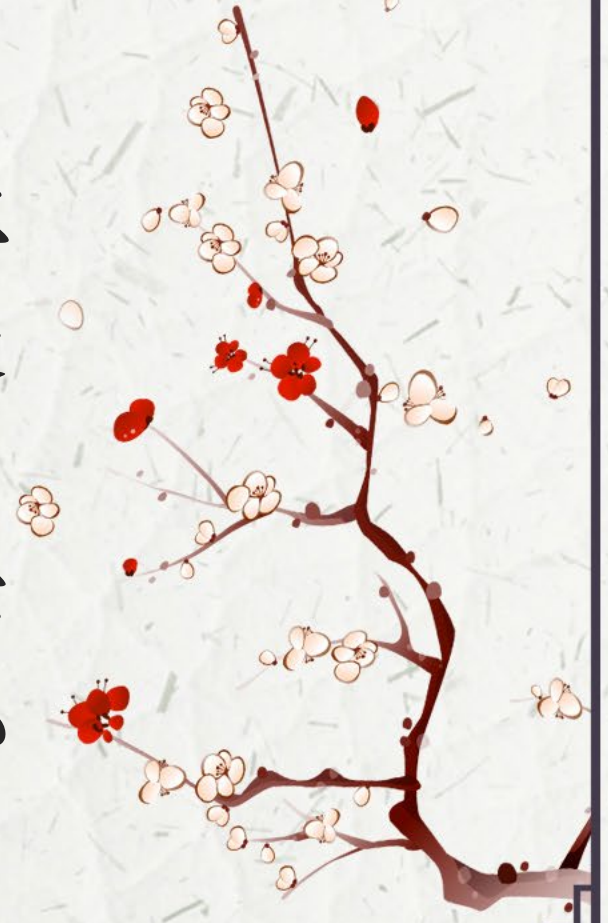
- 5.1 Sick Leave: Students can request a Sick Leave due to illness. Inform the staff or the teacher at least 1 hour before the scheduled class time and submit a medical certificate to CLC afterwards. The approved Sick Leave can be counted as 0.5 attendance hours.
- 5.2 Personal Leave: Students can request 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.





# 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 (AHxxxxxxx)**
- ✓ 密碼 Password  
**2026@Student**

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





# 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.**

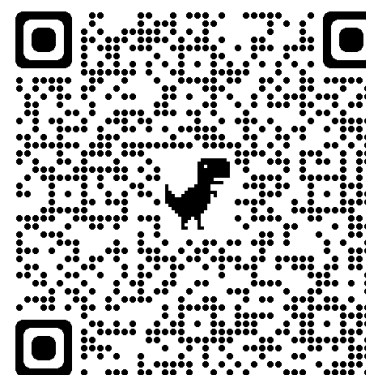
## 當代中文課程

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 (Dec .15, 2025 - Feb. 6, 2026)
- 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 :

**Kclcl982**



**\*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  
停留期限/Duration of Stay  
90 DAYS  
簽證號碼/Visa Number  
簽發日期/Issue Date 入境期限/Enter Before  
07 FEB 2023  
簽發地點/Issued At 入境次數/Entries  
SINGLE  
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 60<sup>th</sup> or 90<sup>th</sup> 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.

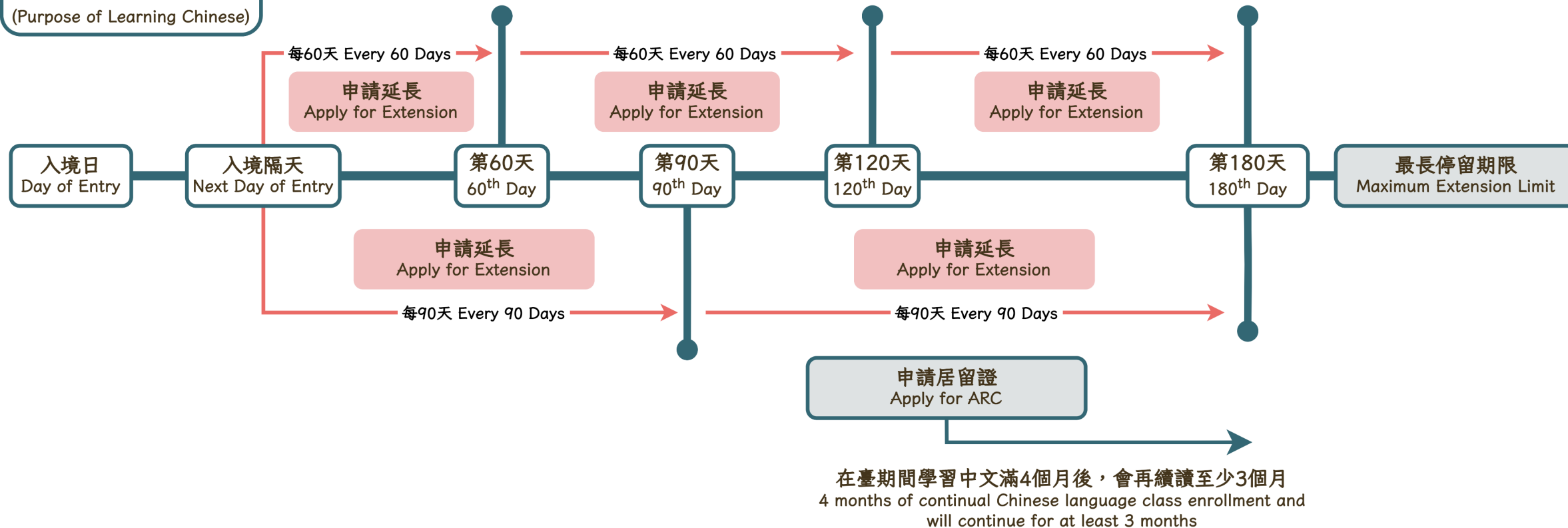
- 需要資料 Document Required :

- 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

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







# 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

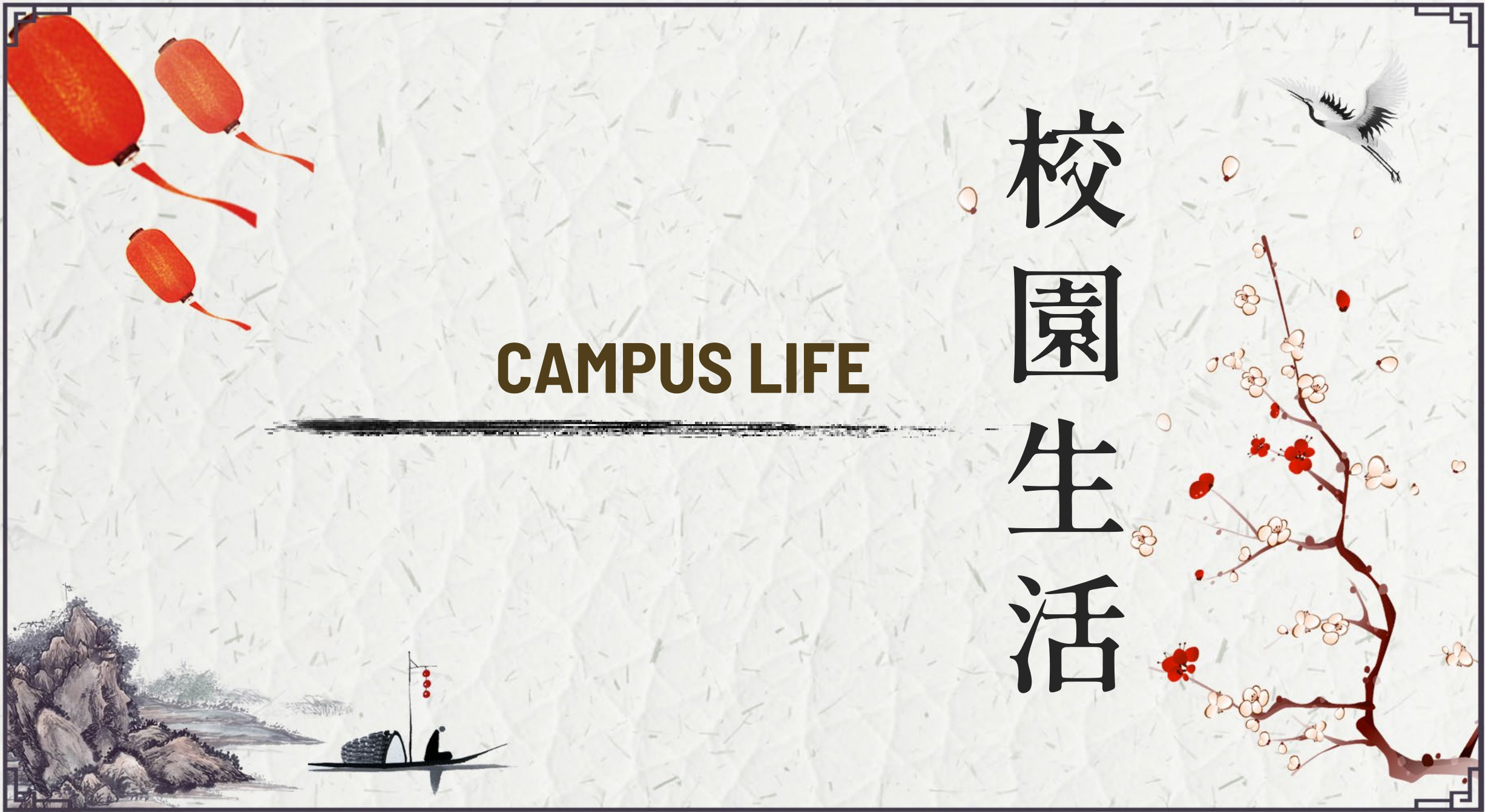






**CAMPUS LIFE**

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.	6:00-9:00 / 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	08:00-21:40
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Sat & Sun	09:00-21:40
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- 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.**

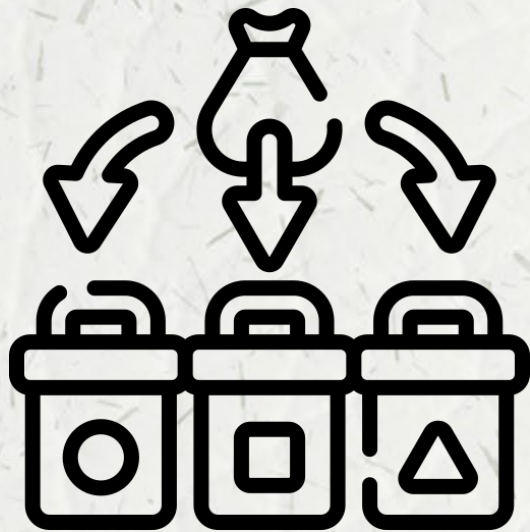
**IMPORTANT NOTICE**



**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:

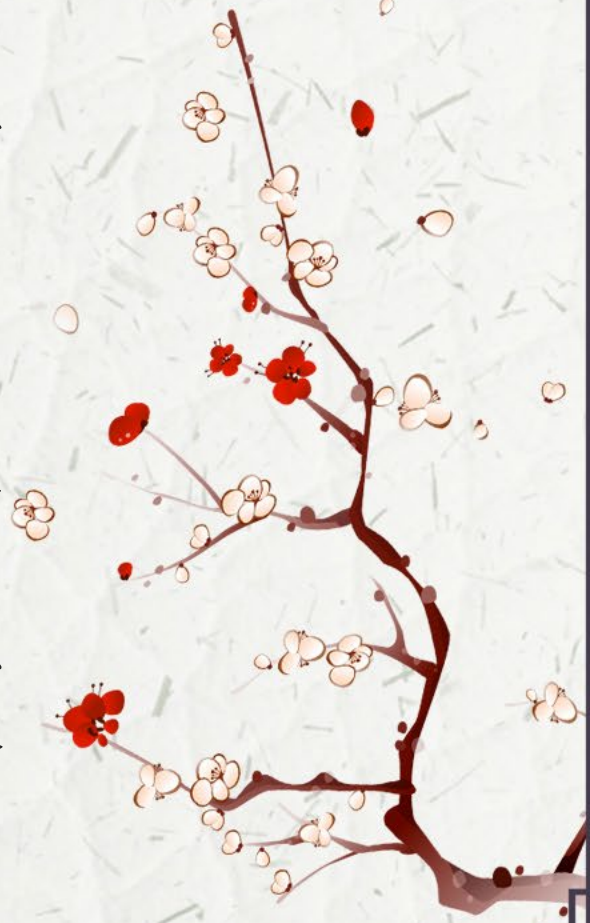
- ✓免洗餐具Disposable tableware
- ✓紙巾、衛生紙Toilet paper, tissue paper
- ✓髒的塑膠袋 Dirty plastic bags, food bags

### ■廚餘 Kitchen Waste



**LIVING SUPPORT**

生活支援





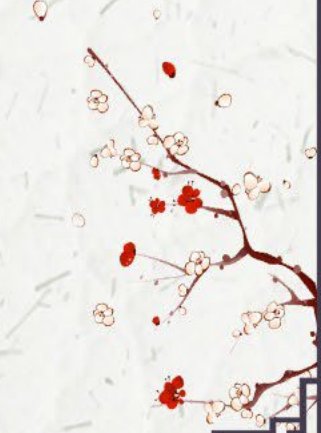

# 保險 Insurance

- 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

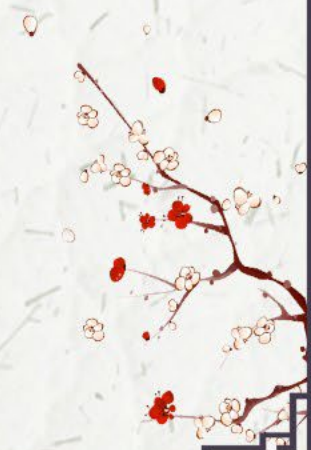
## Bicycle & Scooter Parking Permit

### ■ 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 **12/12 (五)** From now on **until Dec. 12**
- ✓ 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

## ■ 團員爲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。



# 地震 EARTHQUAKE

## 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.

## 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

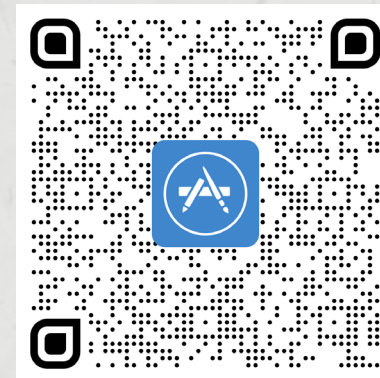
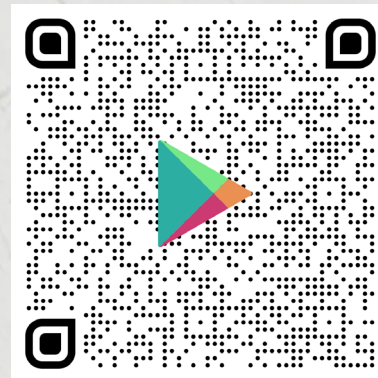
### ■ 校園駐警隊 NCKU Campus Security Guard

Tel : 06-2757575#66666

✉ [em66666@email.ncku.edu.tw](mailto: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](mailto:cm52040@email.ncku.edu.tw)

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

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Link for the Handbook: <https://reurl.cc/nvkpW2>

# 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.**

