

成功大學
NCKU



華語中心
CLC

2026秋季班新生註冊說明會

2026 Autumn Quarter New Student Registration & Orientation



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AGENDA

1

9:00 - 11:00

Welcome & Introduction 歡迎及介紹

- Check-in 報到
- Orientation Session 新生說明
- Health Check Appointment 健檢預約

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)

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.



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 年秋季班行事曆 NCKU CLC 2026 Autumn Quarter Calendar - September 7, 2026 to November 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
2026 年 9 月 Sep.		(Aug) 24	(Aug) 25	(Aug) 26	(Aug) 27	(Aug) 28	(Aug) 29	(Aug) 30	8月28日 秋季班課表寄發 (電郵) Aug. 28 Autumn Quarter Course Schedule Release (Email) 8月27日至8月30日 選擇課線上選課 Aug. 27 to Aug. 30 Sign up for Elective Classes Online 9月4日 新生報到、師生相見歡 Sep. 4 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. 師生相見歡及茶會 Meet your teacher & Join the Tea Party 9月7日 秋季班開學 選修課同時上課 Elective Classes Begin Sep. 7 Autumn Quarter Begins 9月11日 選擇課繼續截止 Sep. 11 Elective Class Changing Deadline 9月18日 臺南古蹟半日遊 Sep. 18 Half-Day Trip to Tainan City Historical Sites 9月24日 中秋節慶祝活動 Sep. 24 Mid-Autumn Festival Activities 9月25日 中秋節 (不上課不上班) Sep. 25 Mid-Autumn Festival (No Classes & No Work) 9月28日 教師節 (不上課不上班) Sep. 28 Teacher's Day (No Classes & No Work) 10月2日 秋季班退費申請截止日 Oct. 2 Autumn Quarter Tuition Refund Application Deadline 10月5日至10月30日下午5:30 中心一般獎學金階段申請 Oct. 5 to Oct. 30 (5:30 p.m.) CLC General Scholarship Application Period 10月9日 國慶補假 (不上課不上班) Oct. 9 Make-up Holiday for National Day (No Classes & No Work) 10月15日 冬季班申請截止 Oct. 15 Winter Quarter Application Deadline 10月19日至10月23日 語言競賽活動 Oct. 19 to Oct. 23 Language Activity 10月24日 戶外教學活動一日遊 Oct. 24 Outdoor Activity: One-Day Field Trip 10月28日 光復節補假 (不上課不上班) Oct. 28 Make-up Holiday for Taiwan Restoration Day (No Classes, No Work) 11月10日 公告獎學金申請、考試時間 Nov. 10 Announcement of CLC General Scholarship Test Site and Time 11月11日 成大校慶 Nov. 11 NCKU Founding Day 11月19日 秋季班期末考 Nov. 19 Autumn Quarter Final Examination 11月20日 秋季班結業聚餐 Nov. 20 Autumn Quarter Farewell Luncheon 11月24日 中心一般獎學金考試 Nov. 24 CLC General Scholarship Test 12月1日下午5:00 公布中心獎學金名單 Dec. 1 (5:00 p.m.) CLC General Scholarship Announcement 12月3日 冬季班報到、相見歡 Dec. 3 Winter Quarter Registration 2026年12月4日至2027年2月19日 2027年春季班開課日期 Dec. 4, 2026 to Feb. 19, 2027 2027 Winter Quarter
	W1	7	8	9	10	11	12	13	
	W2	14	15	16	17	18	19	20	
	W3	21	22	23	24	25	26	27	
2026 年 10 月 Oct.	W4	28	29	30					10月28日 秋季班退費申請截止日 Oct. 28 Autumn Quarter Tuition Refund Application Deadline 10月31日 國慶補假 (不上課不上班) Oct. 31 Make-up Holiday for National Day (No Classes & No Work) 11月1日 冬季班申請截止 Nov. 1 Winter Quarter Application Deadline 11月19日至11月23日 語言競賽活動 Nov. 19 to Nov. 23 Language Activity 11月24日 戶外教學活動一日遊 Nov. 24 Outdoor Activity: One-Day Field Trip 11月28日 光復節補假 (不上課不上班) Nov. 28 Make-up Holiday for Taiwan Restoration Day (No Classes, No Work) 12月10日 公告獎學金申請、考試時間 Dec. 10 Announcement of CLC General Scholarship Test Site and Time 12月11日 成大校慶 Dec. 11 NCKU Founding Day 12月19日 秋季班期末考 Dec. 19 Autumn Quarter Final Examination 12月20日 秋季班結業聚餐 Dec. 20 Autumn Quarter Farewell Luncheon 12月24日 中心一般獎學金考試 Dec. 24 CLC General Scholarship Test 1月1日下午5:00 公布中心獎學金名單 Jan. 1 (5:00 p.m.) CLC General Scholarship Announcement 1月3日 冬季班報到、相見歡 Jan. 3 Winter Quarter Registration 2027年1月4日至2027年2月19日 2027年春季班開課日期 Jan. 4, 2027 to Feb. 19, 2027 2027 Winter Quarter
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	W9	2	3	4	5	6	7	8	
	W10	9	10	11	12	13	14	15	
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		21	22	23	24	25	26	27	
		28	29	30	31				

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

*10月5日至10月20日 TOCFL正式考試報名
Oct. 5 to Oct. 20 Register for TOCFL Formal Test
*11月14日至11月15日 TOCFL聽讀測驗CAT正式考試
Nov. 14 to Nov. 15 TOCFL CAT (Computerized Adaptive Test) Formal Test
*11月15日 TOCFL口寫測驗正式考試
Nov. 15 TOCFL Formal Test (Speaking & Writing)
*11月25日至11月27日 TOCFL正式考試報名
Nov. 25 to Nov. 27 Register for TOCFL Formal Test
*12月12日至12月13日 TOCFL聽讀測驗CAT正式考試
Dec. 12 to Dec. 13 TOCFL CAT (Computerized Adaptive Test) Formal Test

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



* 注意事項:

- 一、正式生於學班須至少出席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，個別課學生則由本中心視情況決議是否須支付額外的學費。
- 四、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。
- 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，個別課學生則由本中心視情況決議是否須支付額外的學費。
- 六、退費事宜請參考線上的「華語中心學生上課權益須知」。

* Notes:

1. Full-time students must attend at least 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 classes.
3. 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.
4. 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.
5. 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.
6. 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.

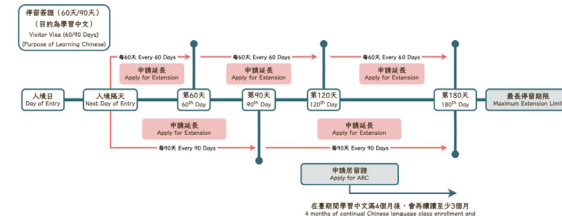




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Sep. 28 th	Mon.	教師節 Teacher's Day (no class)
Oct. 9 th	Fri.	國慶日補假 Make-up Holiday for National Day (no class)
Oct. 26 th	Mon.	光復節補假 Make-up Holiday for Taiwan Restoration Day (no class)

8 月 26 日 星期三 August 26th, Wednesday

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

✓ 查詢 e-mail: z10707015@email.ncku.edu.tw

9 月 4 日 星期五 September 4th, 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

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

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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".
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學生姓名 student's name (print)

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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%**

- 學生無故缺席、請假或遲到時，老師無義務補課。

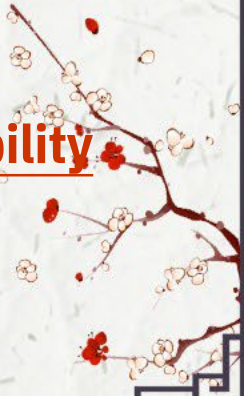
Teachers are not required to make up missed classes, excused absences, or time lost due to student tardiness.

- 若因個人因素要求補課，學生需自行負擔額外的學費。

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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。

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





出席規定

Attendance Requirements

- 每堂課的時長為**50**分鐘。上課**超過20分鐘**後才進入教室者，**該小時將視為缺席**。

Each class period lasts for **50 minutes**. Students who enter the classroom **after 20 minutes** will **be marked as absent** for that hour.

- 如果需要請假，請事先聯絡老師及辦公室。

Students must notify their teacher or CLC Office in advance if they will be taking a leave of absence.

- 請病假需要提供醫療證明

Medical certificates are required for sick leave.

請注意！ Notes!

出席率未超過**75%**的學生將會被通報給移民署。

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.

- 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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✓ 查詢 e-mail: z10707015@email.ncku.edu.tw

9 月 4 日 星期五 September 4th, 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

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

國立成功大學華語中心 2026 年秋季班註冊通知
NCKU, Chinese Language Center 2026 Autumn Quarter Registration Information

Sep. 25 th	Fri.	中秋節 Moon Festival (no class)
Sep. 28 th	Mon.	教師節 Teacher's Day (no class)
Oct. 9 th	Fri.	國慶日補假 Make-up Holiday for National Day (no class)
Oct. 26 th	Mon.	光復節補假 Make-up Holiday for Taiwan Restoration Day (no class)

8 月 26 日 星期三 August 26th, Wednesday

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

✓ 查詢 e-mail: z10707015@email.ncku.edu.tw

9 月 4 日 星期五 September 4th, Friday

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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://kcllc.ncku.edu.tw/>



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

- 請於第一週時向Ms. Sally Lin提出換班的申請。(截止日期：9月10日, 15:30)
Contact Ms. Sally Lin (z10707015@email.ncku.edu.tw) to apply for level change during 1st week of the Quarter. (**Deadline: September 10, 15:30**)

Step 3

- 每位學生可以申請換班一次，若您去了新的程度就不能回原班
Each student is allowed to change class **ONCE**. 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，可以去新的班級。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 新生於報到日領取學生證。
- 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：中心學生憑有效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，以保持有良好的學習氣氛。
- 3.4 國定假日、本校校慶及運動會皆停課，不予補課。若因颱風、空襲等天災意外停課，亦同。
- 3.5 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，申請居留證或延長居留證。實際簽證延長，居留證申請及居留證延長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，單月缺課達十二小時以上者，停發一個月獎學金。每月起迄自該季班開學日（第一日上課日）起依自然日連續計算。

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。個別課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，每月可請生理假二日，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 個別課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 on the orientation day 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:

CLC Students can buy tickets with the valid 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, apply for the ARC or extend the ARC, 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 If students receiving the scholarships from the Ministry of Foreign Affairs or Ministry of Education miss 12 class hours or more in a single month regardless of the reason, their scholarship will be suspended for one month. The monthly period is calculated in calendar days, starting from the first day of class in the quarter.

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 two days 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
2026 年秋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
授業を始まる前	2026.08.27	8 月 30 日までに履修登録。
	2026.08.30	
第 1 週目	2026.09.07	全選択科目聴講期間、9 月 11 日午後 5 時クラスチェンジ終了。
	2026.09.11	

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と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 2026.08

National Cheng Kung University Chinese Language Center
Regulation for the Class Hours and Elective Classes
Autumn Quarter, 2026

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.

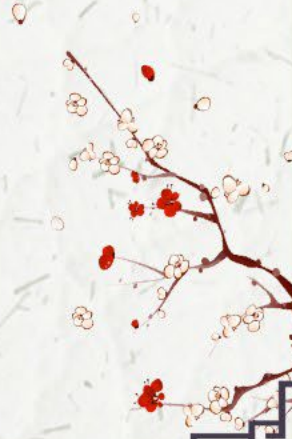
C. Notice

1. Schedule

week	Date	event
Before Class Starts	2026.08.27	● Select elective classes online before Aug. 30 th .
	2026.08.30	
week 1	2026.09.07	● Temporary enrollment period - students may sit in on any elective classes during the first week. ● Deadline for changing elective class: 5pm, Sep. 11 th .
	2026.09.11	

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 2026.08



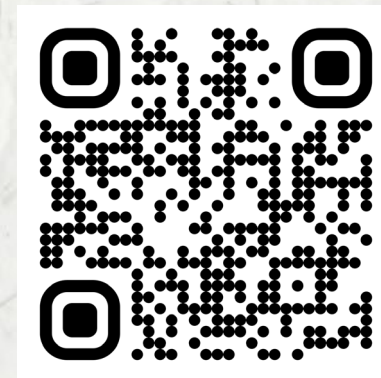
CLC Moodle

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.



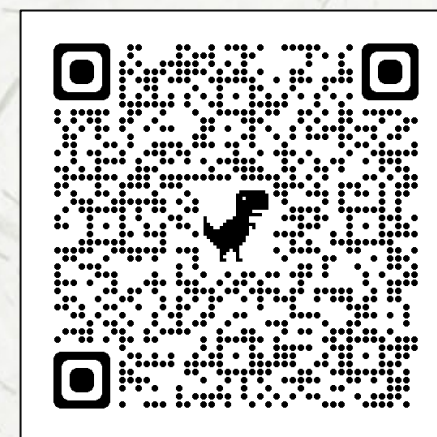
教材 Textbook

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.



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 (Sep. 14 – Nov. 13, 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 :

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

■密碼 Password :

Kcllc1982



Valid on 3F only



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Visa & ARC Information

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校園生活及在臺生活須知
Campus Life & Living in Taiwan

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)
VISA

姓名/Surname, Given Name
護照號碼/Passport Number 出生日期/Date of Birth
簽發日期/Issue Date 入境限期/Enter Before
簽發地點/Issued At 入境次數/Entries
註記/Remarks

簽證類別/Visa Type 性別/Sex
停留期限/Duration of Stay
簽證號碼/Visa Number

VISITOR
90 DAYS
SINGLE

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(可延長) Visitor Visa (Extendable)

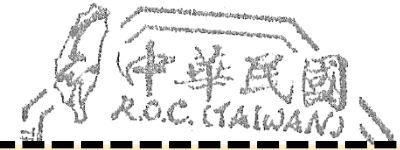
- 入境日期 Your Entry Date : _____
- 停留期限 Duration of Stay : 60 or 90 Days
- 在臺灣的第一天 Your first day in Taiwan : _____
 - ※停留期限從入境次日零時開始算
 - ※ Duration of Stay starts from the next day of arrival
- 在臺灣的第60或90天 The 60th or 90th day in Taiwan :

什麼時候要延長停留簽證？ When to extend your Visitor Visa?

⇒到期日前**2週內** **2 Weeks before the expiration day**

什麼時候可以申請居留證？ When to apply for an ARC?

⇒學中文滿**4個月**後 **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，將被罰款
並且立即被驅逐出境。

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

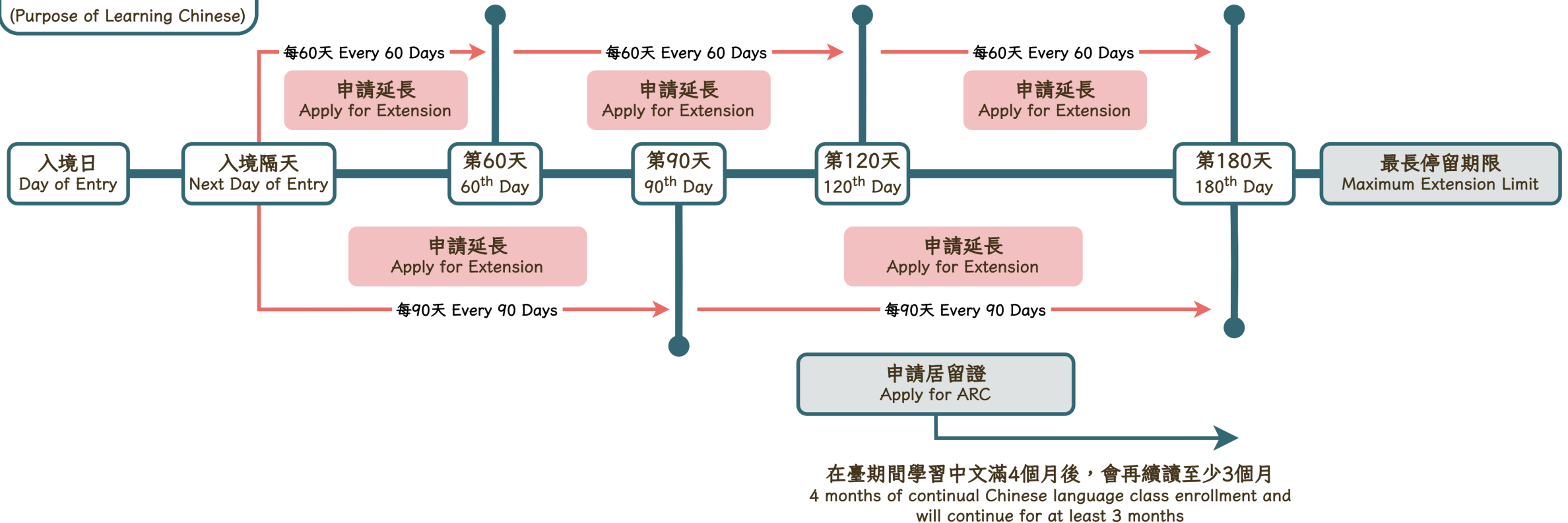
How to apply ARC

- 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）、預繳下期的學費證明及居住地證明
Health Certificate (issued within 3 months), Proof of Payment for next quarter and Accommodation
 - 有效護照、彩色照片 Valid passport & Color Passport-Size Photo
- 
- 

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)

移民署

Local Immigration Office

🕒 **Open Hours:** Mon.-Fri. 08:00-17:00

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

☎ **Tel :** 06-2937641







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Brief Introduction

2 課程規定與課堂相關資源
Academic Regulations & Course Resources

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4 校園生活及在臺生活須知
Campus Life & Living in Taiwan



CAMPUS LIFE

校園生活



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



校園設施

Campus Facilities

- 游泳池 Swimming pool: TWD60 per time

Open hours:

(For Reference Only)

Mon. - Fri.	06:00-09:00 / 17:30-22:00
Sat. & Sun.	06:00-12:00 / 13:00-20:00

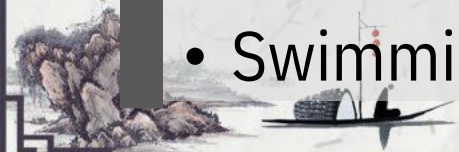
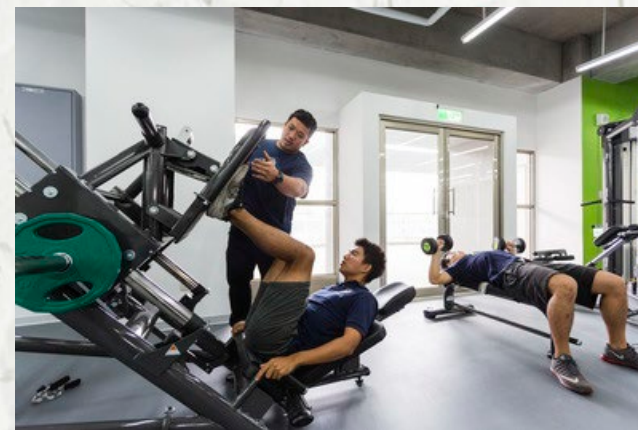
- 健身房 Gym: TWD40 per time

Open hours:

(For Reference Only)

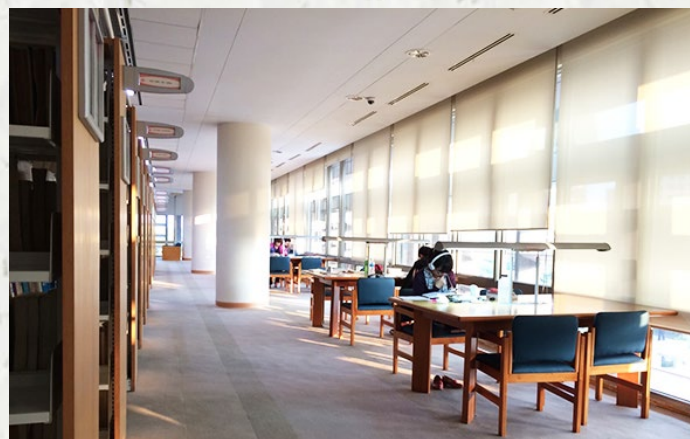
Mon. - Fri.	08:00-12:00 / 13:00-17:00 / 17:30-22:00
Sat. & Sun.	08:00-12:00 / 13:00-20:00

- Swimming pool + Gym: TWD80



校園設施

Campus Facilities



NCKU Library

Open hours:

(For Reference Only)

Mon. – Fri.

08:20-21:40

Sat. & Sun.

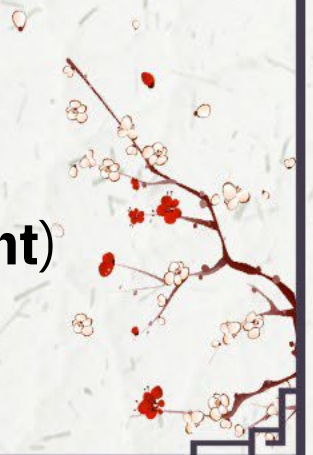
09:20-21:40



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 **9/11 (五)** From now on **until Sep. 11 (FRI)**
 - ✓ 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**)





No smoking on campus or sidewalk!

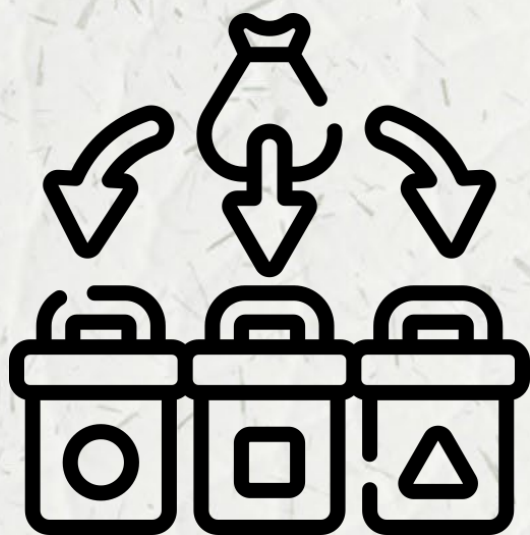
Smoking on campus will be fined TWD10,000.

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**



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).



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。



活動内容



Homepage



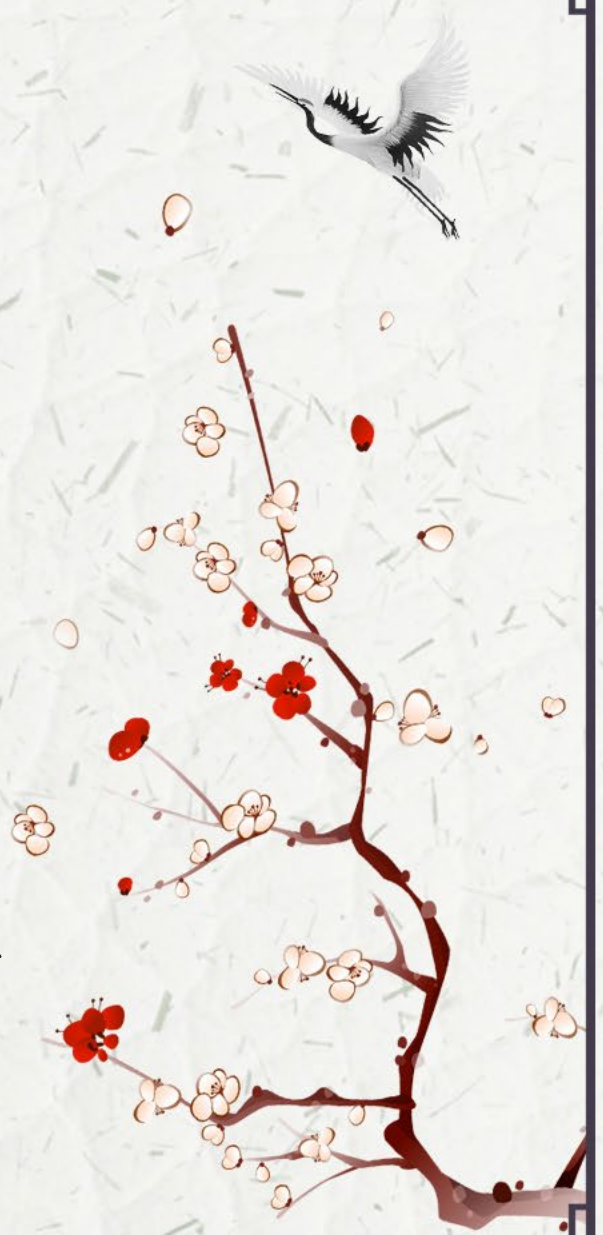
Facebook



Twitter

LIVING IN TAIWAN

在臺生活





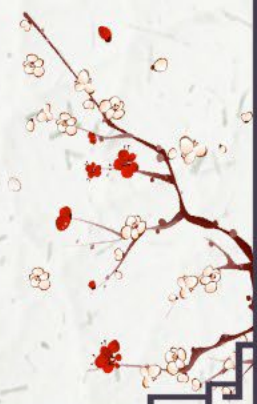
保險 Insurance

- 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.



地震 Earthquake



■ Loud Emergency Alert



國家級警報

現在

[地震速報 Earthquake Alert]03/03 19:52
左右南部地區發生顯著有感地震，慎防強烈搖晃，就近避難「趴下、掩護、穩住」，氣象署。Felt earthquake alert. Keep calm and seek cover nearby. CWA 02_2349
1181 避難宣導：<https://gov.tw/HmJ>

■ Safety is first priority.

■ “Drop, Cover, and Hold on”.

DROP



COVER



HOLD
ON



What to do after an earthquake?

- ☒ Stay updated on the latest information by turning on your TV, radio or mobile app.
- ☒ Inform your family and friends of your safety.
- ☒ Keep essentials (e.g. passport/ valid ID) with you and follow the instruction if evacuating.

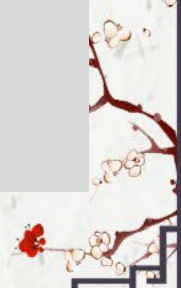


颱風 Typhoon

- Peak season: May to October
- Schools and work may be called off.
- CLC will follow Tainan City Government's announcement.

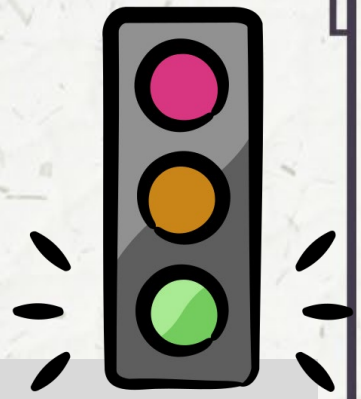


What to do during a typhoon warning?

- ☑ Prepare a 3-day supply of food & drinking water in advance.
 - ☑ Stay indoors and check official notifications.
 - ☑ If a power outage happen, unplug devices. Turn off the main power if evacuating.
- 
- 

交通安全—行人&自行車

Traffic Safety – Pedestrians & Bicycle



- 駕駛不一定禮讓，過馬路時請保持警覺，不要邊走邊用手機

Drivers may not always yield. Stay alert and avoid using your phone while crossing the road.

- 行人請走斑馬線或人行道，遵守行人專用號誌並留意轉彎車輛或視線死角。

Pedestrians should walk on sidewalks and cross at crosswalks. Follow pedestrian signals and watch for turning vehicles and blind spots.

- 自行車靠右行駛於慢車道或自行車道，**不可以行駛在人行道上**，遇人多的時候請改用牽的。

Bicycles should ride on the right side of the slow lane or bike lane, **not on sidewalks**. When pedestrian traffic is heavy, please walk your bike.

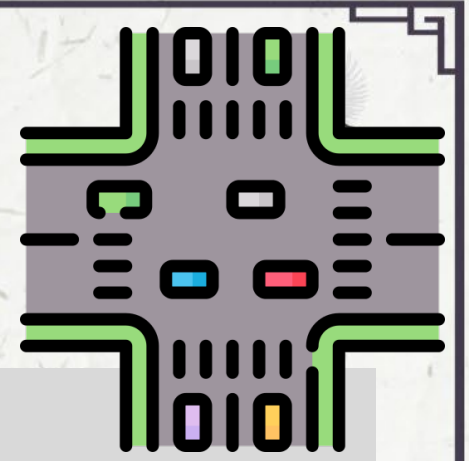
- 夜晚或視線不佳的時候，建議穿著亮色衣物或配戴發光零件

At night or in low-visibility conditions, it's recommended to wear bright-colored clothing or use reflective/light-up gear.



交通安全—機車&汽車

Traffic Safety – Scooters & Cars



- 法定駕駛年齡為**18歲**，須持有**有效的國際駕駛許可證及駕照**

Legal driving age is **18**. **Valid International Driving Permit (IDP) and license are** needed.

- 臺灣為**靠右**行駛，請遵守交通規則與號誌，保持安全車距

Taiwan drives on the right-hand side. Follow traffic rules, signals and keep a safe following distance.

- **酒駕零容忍**：酒後嚴禁駕駛任何車輛，包含汽機車、自行車、YouBike、電動機車

Strict Driving Under Influence (DUI) Policy: Never drive or ride under the influence of alcohol – this includes cars, scooters/motorcycles, bicycles, YouBike, and electric scooters.

發生事故怎麼辦？**What to Do in Accidents**

確保安全後，拍照存證並撥打**110**（報警）/ **119**（救護）；警察到之前**絕對不要任意移動車輛**

Ensure your safety first. Take photos of the scene and call **110** (police) / **119** (ambulance). **Do not move the vehicles before the police arrive.**

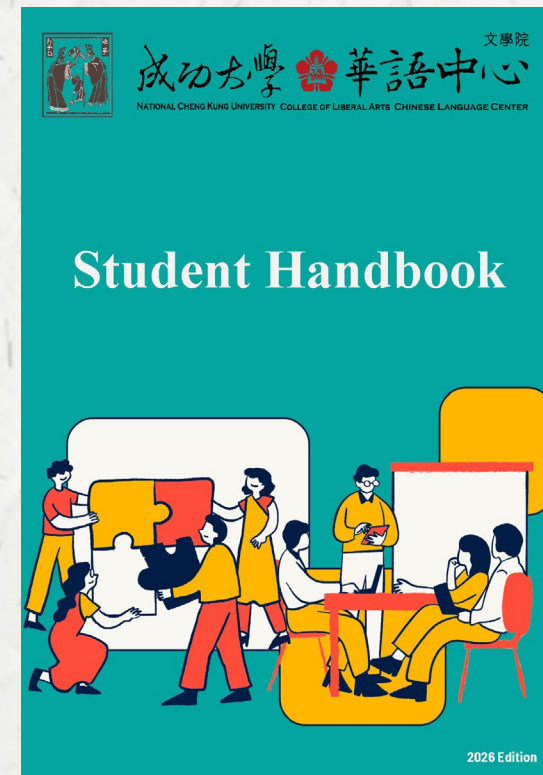


學生手冊

Student Handbook

中文版：<https://reurl.cc/xea40N>

English Version: <https://reurl.cc/lnQ4dl>





緊急聯絡

Emergency Contacts

■ 校安中心 NCKU Campus Security Center

 Tel : 06-2757575#55555

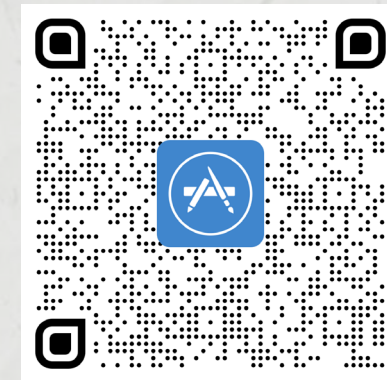
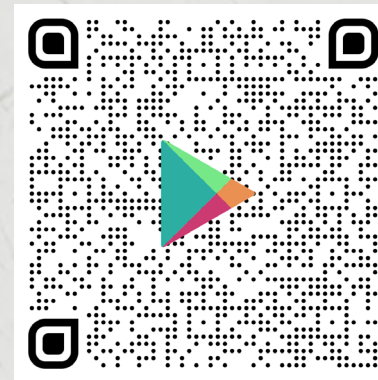
■ 校園駐警隊 NCKU Campus Security Guard

Tel : 06-2757575#66666

✉ em66666@email.ncku.edu.tw

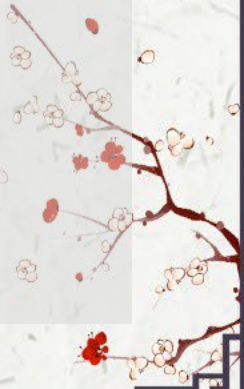
■ 警察局 Police Office : 110

視訊報案 110 Video Reporting APP



■ 消防局/緊急救助電話

Fire Department / Emergency Line : 119





Pro-Tips: Life at NCKU

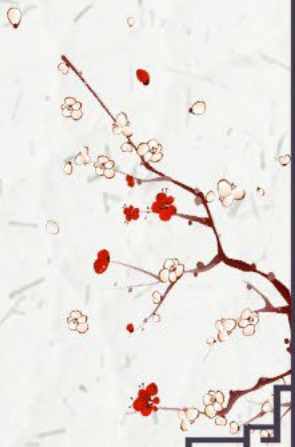
👉 時間管理 Time-management

👉 開放心態 Be open-minded

👉 保持耐心 Be patient with yourself

👉 安全第一 Your safety is top priority

👉 留意自身財物 Always mind your personal belongings





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，請在位子上等候。工作人員將協助您完成健檢的時段登記。

The Orientation session is finished. Please stay seated. Our staff will assist you with the health check-in shortly.





健檢時段登記

Time Slot for Health Check

9月10日 Sep. 10
(THU)

08:30
13:20

9月11日 Sep. 11
(FRI)

08:30
13:20

9月16日 Sep. 16
(WED)

08:30
13:20

9月17日 Sep. 17
(THU)

08:30
13:20

9月18日 Sep. 18
(FRI)

08:30
13:20

