

臺中教育大學
進修推廣部
華語文中心學員手冊



National Taichung University of Education
Division of Continuing and Extension Education
Chinese Language Center
Student Hand Book

目錄 Contents

校園地圖、簡介 Campus Guide

辦理簽證、居留證手續 Visa & ARC Issues

上課須知、出缺席計算 Attendance Regulation、Leave of Absence

成績計算與結業、退學規定

Grades & Certification & Discontinuance of Studying Policy

班級調整與旁聽 Class Adjustment & Sit in (on a class)

退費規定、退學規定

Refund Policy、Discontinuance of Studying Policy

其他(銀行開戶、統一證號)

To apply for a Uniform ID Number

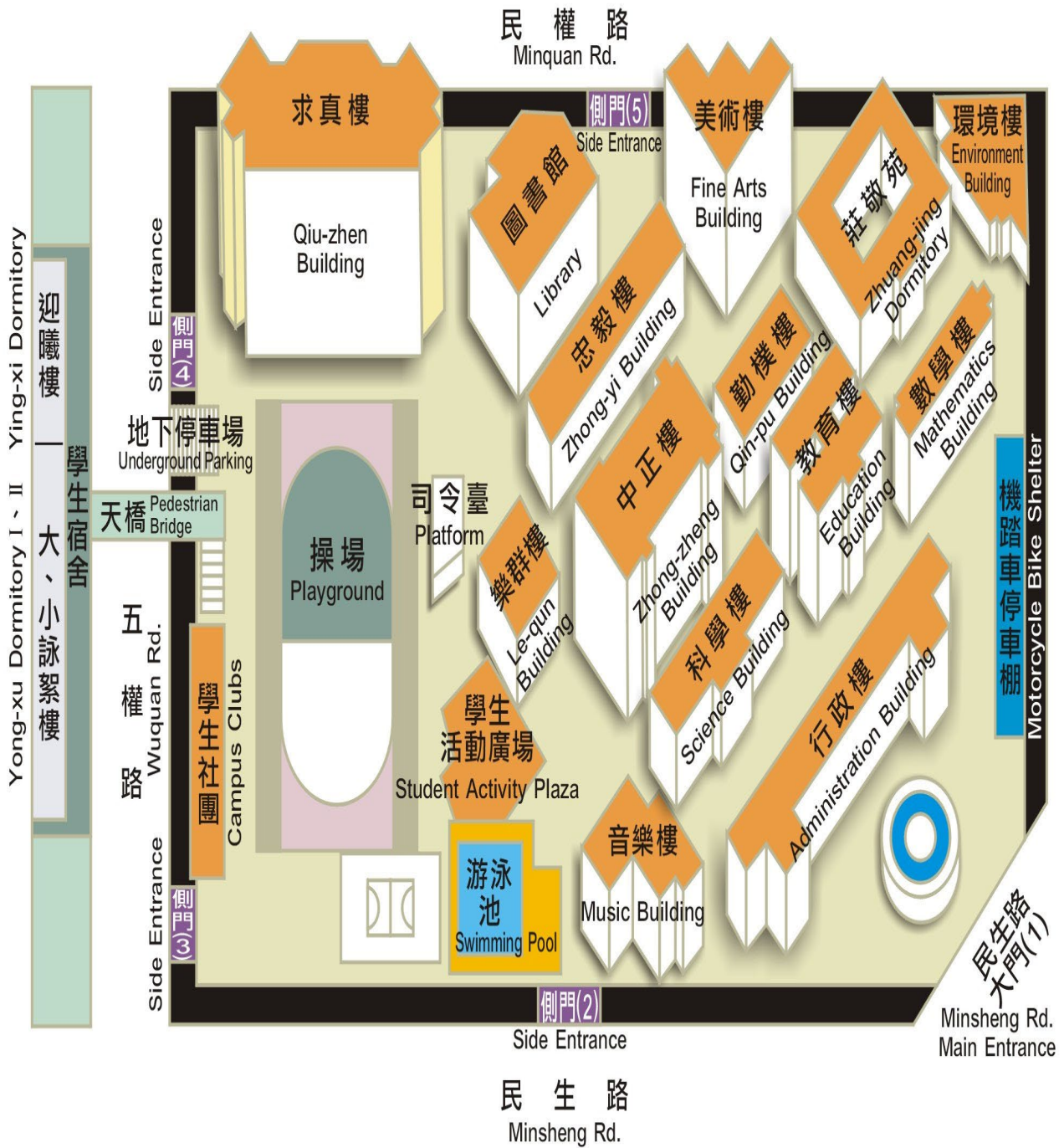
國際會館住宿注意事項 Guest house

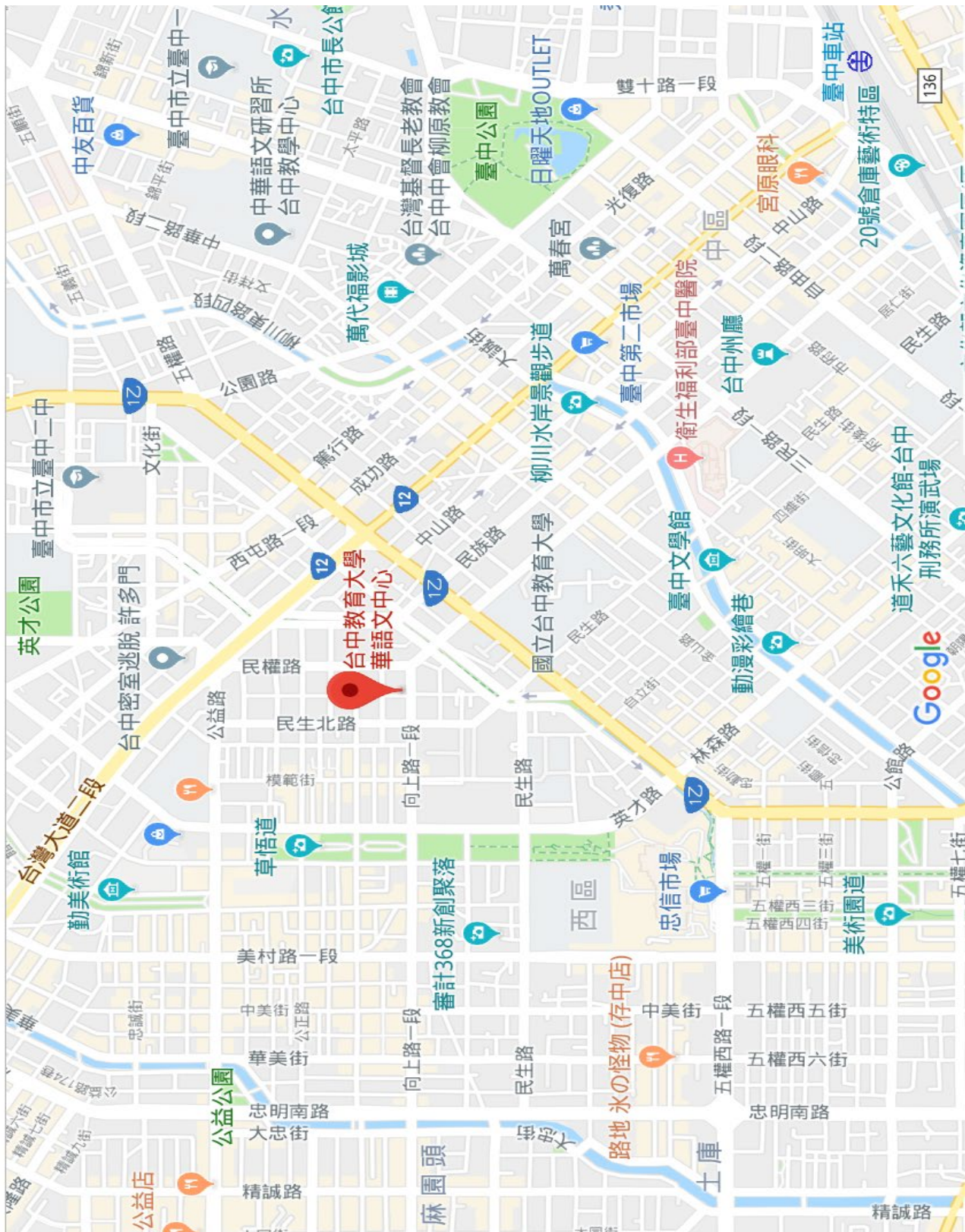


國立臺中教育大學

National Taichung University of Education

民生校區 全區導覽圖 Minsheng Campus Floor Plan





國立臺中教育大學 華語文中心

台中市西區向上路1段6號

電話：22183283 傳真：22188150

Email: clc@mail.ntcu.edu.tw

公車停靠站：向上民權路口(27、290號)

Chinese Language Center,
National Taichung University of Education

No. 6, Sec. 1, Xiangshang Rd., West Dist., Taichung City
40350, Taiwan

Tel: 886-4-22183283 Fax: 886-4-22188150

Email: clc@mail.ntcu.edu.tw

BUS STOP: Xiang shang Minquan (NO. 27、NO. 290)

簽證須知 (學員需自行注意簽證到期日期)

憑中心入學許可申請60/90天停留簽證來臺

↓60/90天

至移民署辦理第一次延簽：

1. 在學證明 2. 出缺席紀錄

* 至中心辦公室申請，需時二個工作天

↓60天

至移民署辦理第二次延簽：

1. 在學證明 2. 出缺席紀錄

↓60天

離開臺灣，申請新簽證返臺：

1. 在學證明 2. 出缺席紀錄

↓60天

已連續就讀滿4個月且預付下期學費者，可於簽證期滿前兩週，先至外交部網站線上填寫申請表，再至外交部改換居留簽證，再至移民署申辦居留證：

1. 護照 2. 在學證明、出缺席紀錄 3. 成績單

4. 研習計畫書正本及影本

5. 三個月內健康檢查正本及影本

6. 三個月內財力證明正本及影本(美金3000元以上)

7. 六個月內2吋彩色照片兩張

8. 費用 9. 其他特別要求之文件

內政部入出國及移民署：<http://www.immigration.gov.tw/>

內政部入出國及移民署—臺中市第一服務站：

地 址：臺中市南屯區文心南三路22號1樓
電 話：04-2472-5103 傳 真：04-2472-5017
櫃檯受理服務時間：星期一、二、四、五 08:00-17:00，
星期三延至 19:00（採預約制），中午均不休息。

內政部入出國及移民署—臺中市第二服務站

本站位置：臺中市豐原區中山路280號
話：04-25261052. 25269777. 25263974. 25267615. 25261957
傳真：04-25268551

外交部中部辦事處

機關地址：40873 台中市南屯區黎明路2段503號1樓
總機：(04)22510799 傳真：(04)22510700
服務時間：週一至週五上午：08：30 — 下午：17：00
（中午不休息，申辦護照櫃台每週三辦公時間至20:00）
（週六、週日及國定假日不上班）
服務信箱：taichung@boca.gov.tw

National Immigration Agency

Taichung City First Service Center Office

Address: 1F, No. 22, Wenxin S. 3rd Rd., Nantun Dist., Taichung City
Phone: (04) 2472-5013 E-mail: boi@immigration.gov.tw
<http://www.immigration.gov.tw/>

Taichung City Second Service Center Office

Address: No. 280, Jhongshan Rd, Fongyuan City, Taichung County
Tel: 04-2526-1087、04-2526-9777、04-2526-1052、04-2526-3974、
04-2526-7615

※ Office hours: Mon.~Fri. 08:00~17:00 (no lunch break)

Bureau of Consular Affairs, Ministry of Foreign Affairs

<http://www.boca.gov.tw/>

Email: taichung@boca.gov.tw

Address: No. 503, Sec. 2, Liming Rd., Namtun Dist., Taichung City
Tel.: (04)22510799

※Office Hours: Mon.~Fri. 08:30~17:00 (no lunch break)

Visa Issues (Please pay attention to your visa due date)

Apply for 60-day(90-day) extendable Visitor Visa with CLC admission letter

↓ 60/90 days

First extension at National Immigration Agency :

1. Enrollment certificate 2. Attendance record

* Document application at the CLC office, which takes 2 work days.

↓ 60 days

Second extension at National Immigration Agency :

1. Enrollment certificate 2. Attendance record

↓ 60 days

Leave Taiwan and apply for a new visa :

1. Enrollment certificate 2. Attendance record

or

Those who have been studying for constant 4 months and have paid for the coming semester are qualified to apply for ARC : First: Apply for Resident Visa at Ministry of Foreign Affairs

Second: Apply for ARC at National Immigration Agency

1. Passport 2. Enrollment certificate 3. Attendance record

4. Transcript 5. Study plan (the original and a photocopy)

6. Financial statement taken within last 3 months(original and photocopy , USD3,000)

7. Health certificate taken within last 3 months (original and a photocopy)

8. 2 color photos taken within last 6 months(4.5cm x 3.5cm)

9. Necessary fees

10. Other documents specially required

上課須知

1. 上課時間：每節課五十分鐘，兩節課間休息十分鐘。
2. 假 日：本中心依照行政院人事行政總處所公告之行事曆，國定假日一律放假。
3. 停 課：若遇颱風、地震、或其他天然災害、空襲警報等人力無法控制之事件時，本中心將依據市政府指示停課，且不退費。
4. 外籍學員須修習華語課程滿六個月以上得申請工作證，主責單位：行政院勞工委員會職業訓練局。未經許可而有非法打工之情事，一經查獲將立刻通知主管單位取消其簽證資格。
5. 學員如有任何學籍變更之情事(如：未報到、休退學、退費等)，中心將副知相關單位(如：教育部、外交部領事事務局、內政部入出國及移民署)。

Attendance Regulation

- i. It is 50 minutes per class with a 10-minute break in between.
- ii. There is no class on national holidays, as it is announced by the Central Personnel Administration of Executive Yuan.
- iii. The office will follow the instruction of the Government to decide whether the class will be cancelled when there is a typhoon, an earthquake or other events that cannot be controlled, such as a natural disaster or an air raid, and no refund.
- iv. Students cannot work in Taiwan without a permit from the Council of Labor Affairs, and they are qualified to apply for the permit after constant 6-months studying here. The student will be disqualified for his/her VISA when he/she is apprehended working illegally.
- v. The CLC will notify the Ministry of Education, Ministry of Foreign Affairs, Immigration Office, when there is any change in students' enrollment status (such as registration not completed, withdrawing from the class/getting refund, etc.).

請假

1. 學員因事不能來上課請假時數亦列入缺課時數。
2. 學員缺課(含請假)總時數不得超過全學期上課時數的25%。

※ 獎學金生單月缺課(含請假)達12小時以上者停發一個月獎學金，且缺課總時數不得超過全學期的25%。亦即，獎學金生單月缺課(含請假)12小時，即扣發下個月獎學金。

3. 缺課時數超過學期總時數25%，得視實際情況取消學員資格，亦不接受該生下期之入學申請。

※ 缺課時數超過學期總時數25%，不發予結業證書。

※ 語文中心及教師不提供請假單影本以外之證明。

Leave of Absence

1. Students who cannot come to class should fill out the form "Request for leave", and give it back to the office with the signature of his/her class instructor. **Every class you miss will be all counted into absence hours** whether you asked for absence in advance or not.

2. Students cannot miss more than **25%** of total class hours in a term.

※ **Scholarships** will be suspended for 1 month if recipients have missed 12 hours or more of class within a single month. That is, a scholarship student will **lose one month of scholarship** when he/she is **absent for 12 hours** in one single month.

3. When a student doesn't fulfill the regulated attendance hours, the office has the right to cancel his/her student status at the center, and reject his/her application for the following term.

※ The certificate will not be issued to students who don't fulfill the regulated attendance hours.

※ The CLC and teachers do not provide any proof except for the photocopy of absent request forms.

※ Students should take full responsibility if their absence causes any trouble to their visa or ARC or scholarships.

成績評量

1. 出席暨課程參與20%
2. 平時考試20%
3. 期末考20%
4. 期末發表20%
5. 作業20%

※ 獎學金生學業平均成績未達 80 者，停發下季一個月獎學金；連續兩季學業平均成績未達 80 者，將註銷其獎學金資格。

Grading Policy

Final grade will be evaluated by the following components

- i. Attendance and Class Participation: 20%
- ii. Quizzes: 20%
- iii. Final Exam: 20%
- iv. Final Presentation: 20%
- v. Homework: 20%

※ Scholarship recipients who failed to get 80 points for their grades will lost one month of their scholarship in the coming quarter. Scholarship recipients who failed to reach 80 points for constant two quarters will be disqualified.

※ 因缺課問題而導致無法辦理居留證或延長簽證，或因此影響獎學金受獎權益，學員須自行負責。

成績單及結業證書

每期課程結束後，學員得申請成績單及結業證書。但該生若缺少期中、期末測驗或結業成績未達70分，或缺席時數超過規定，則不發予結業證書。

成績單及結業證書應於課程最後一週或學員離校前，於辦公室申請，學員提出申請後始受理。如需郵寄，需繳交NT200元郵資，中心將於課程結束後約15天，以掛號寄出。

※證書載明學員姓名、修業期間及時數，但不授予學分。

※插班生無結業證書，僅核發成績單。

Grade Report and Certificate of Course Completion

The grade report and certificate of course completion will be granted upon application, which can be submitted within the last week of each term. However, no certificate will be issued if the student has no grades of midterm or final exam, or the grades are lower than the standard (70 points), or he/she doesn't fulfill the regulated attendance hours.

To apply for the grade report and certificate, please fill out the application form at the office. If the grade report and certificate need to be sent to students by post, it will be sent via registered airmail about 15 days after the end of term, and it costs NT\$200 for postage (which shall be paid to the office upon application).

※Student's name, studying period, and class hours will be presented in the certificate. Credits are not offered for this course.

※Only transcript(no certificate) for those who join the class halfway.

班級調整

時間：每學期開課第1週

1. 先至辦公室領「申請換班流程表」。
2. 請取得原班教師及新班教師同意並於流程表上簽名，只能到未滿8人的班級旁聽。
3. 如欲換班，換班與否，由原班教師及新班教師決定，並需取得兩位教師同意與簽名，且該班未滿10人才可換班。
4. 於期限內將流程表繳回辦公室。

※若有多人欲進入相同班級，由新班教師全權決定人選。

※申請表須簽章完整並於期限內交回辦公室；逾期恕不受理。

Class Adjustment

Period: Within the first week of each term

- i. Get "Class Adjustment Form" from the office.
- ii. Obtain the approval and signature from the instructors of the original class and of the class you're going to sit in. You can only sit in classes of less than 8 students, and you can sit in one single class only for one hour.
- iii. Whether you can change classes is decided by the instructors of both the original and the new classes; once your request of class changing is granted, please have both teachers sign again in the form. Please note that the number of students in that class shall be less than 10.
- iv. Return the form to the office by deadline.

The priority is completely decided by the teacher of the new class when there are More applicants than available vacancies.

※The application is completed only when the application form is completed (including the signatures from both teachers) and returned to the CLC in time. No class-changing are permitted after the first week of the term.

續讀

欲續讀之學員無須重複報名手續，只需在新學期開始前至辦公室報名並繳清學費即可；舊生報名與繳費於每期期末進行，相關日期另行公告。

※期末總平均分數未達 70 分，或缺席時數超過規定者，中心得取消其學員資格，且不接受下一期的入學申請。

Second term Registration

Students who would like to remain at CLC do not need to repeat the entire application process. Please inform the office and pay the next term' s tuition before the end of this term to continue your enrollment.

※If the student has one of the following situation: final average grades lower than 70 points、absence hours exceed the limit. We will disqualified the students from enrollment and reject his/her application for the next term.

退費標準 Refund Policy

Partial Refund of Tuition 退費金額	Withdrawal Date 申請退費日期
90%	Before the new semester starts 開課前
50%	Within the 1/3 of the semester 課程的前三分之一
No Refund	After 1/3 of the semester 課程的三分之一以後

申請退費所需文件 Required Documents

1. 申請書 Application Form

2. 護照或居留證影本 Copy of the Passport or ARC

3. 存摺影本 Copy of the cover of the deposit/bank book

(1)本中心辦理匯款退費時間約 2~4 週，請填妥退費申請書後，繳至本中心辦公室。學員須自行負擔匯款手續費用，本校於退款金額中扣除。

* Please note that it takes about 2-4 weeks for the refunding process. The applicant is responsible for the remittance fee.

(2)退費標準係根據教育部「專科以上學校辦理推廣教育計畫審查要點」第十七條之退費標準退費。

* Refund policy is made in accordance to Article 17 in the Education Refund Policy published by Ministry of Education R.O.C. _
<http://law.moj.gov.tw/LawClass/LawAll.aspx?PCode=H0030027>

(3)凡遇國定假日、政府宣布休假日（如：颱風假）、本校校定休假日皆不補課亦不退費。

No make-up nor refund for national holidays, emergency holiday such as typhoon days, and NTCU holidays

(4)不得因個人簽證問題要求退費。No refund for visa reasons.

(5)不得因個人因素要求學費減免。No discount for personal reasons.

(6)不接受分期付款方式繳交學費。Installment payment of tuition fee is not accepted.

(7)插班生（未讀整期）需加收 1,000 元手續費（未繳全期學費者）。

The students who enroll in the middle of the term need to pay extra application fee NT1,000. (The students who do not pay the full tuition fee).

退學規定

學員個人有下列各款情形之一者，本中心得勒令退學，並通知內政部入出國及移民署，且有權拒絕該生下期之入學申請。

- 一、毆打教職員、同學。
- 二、破壞公物，情節嚴重。
- 三、蓄意傷人，情節嚴重。
- 四、其他違反台灣法律與本校、本校進修推廣部及華語中心規定等特殊情形經中心主管認可者。

Discontinuance of Studying Policy

When students have any of the following conducts, CLC office has the right to disqualify students' identity, discontinue their studying here, inform the National Immigration Agency, as well as reject their application for the following term:

- i. Commitment of assault and battery on the CLC faculty or students
- ii. Destruction of public property, occasioning grievous harm
- iii. Overt commitment of assault and battery, occasioning grievous harm
- iv. Other conducts that are considered improper for continuing studying at CLC by the CLC administration chief.

申請統一證號辦理銀行、郵局開戶

若學員需要在台辦理銀行、郵局開戶事宜，需先申請一組統一證號，有了這組證號，方可辦理開戶。其申辦法為：

1. 至內政部移民署網站下載統一證號申請書。
2. 填寫完畢，親送至移民署辦理審查。
3. 審查完畢後，可領得一組統一證號。
4. 憑此證號與其他需要資料，至郵局或銀行辦理開戶。

The Uniform ID Number is a unique registration number associated with each individual and is valid for life.

※Who needs to apply for a Uniform ID Number:

People without a Uniform ID Number who wish to open a bank account, file tax, obtain joint health insurance or a driver's license.

※Required documents:

Application Form; Original and a copy of the passport, the original is returned upon verification;

※Processing time: one hour; for applicants who have never entered Taiwan, up to a half day (four hours)

※Application Fee: no fee

<https://www.immigration.gov.tw/ct.asp?xItem=1090223&ctNode=30085&mp=2>

<http://www.immigration.gov.tw/ct.asp?xitem=1088301&ctNode=30067&mp=1>

學員，您好：

國際會館提供臺中教育大學和華語文中心學員住宿。為維護居住品質，請勿（不要）在會館裡面或會館外面大聲說話、製造噪音或用力關門。屢勸不聽者，將會被本校總務處取消住宿資格。請注意，您的行為代表您的國家，也會影響未來來自您的國家的學員是否能申請到會館。

謝謝您的合作。

Dear Students,

The guest hostel is the residence for University's honorable guests and CLC's students. To maintain the living quality, please mind your own behaviors, and do not speak out loud in or in front of the guest hostel after 21:00, make noise, nor open/close the doors heavily. Those who don't take the advice will be stripped off their rights to stay in the guest hotel provided by the Office of General Affairs, which we don't want to see.

Please note that your actions represent your country and will also affect decision made by the office of general affairs to accept or reject future students from your country to stay in the guest hostel.

Thank you for your cooperation.