

高苑科技大學國際事務處華語中心
華語生手冊

**Chinese Language Center,
Office of International Affairs,
Kao Yuan University**

Student Regulation Guide

2011, 05

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Class Regulation

I. Enrollment

1. New students should register and pay tuition on the Registration Day. Students who have Chinese learning experience need to take placement test. New full-time students should receive their own student cards after the commencement of classes.
2. Continuing students must bring their student cards when enrolling. Students failing to complete enrolment procedures by the deadline will be regarded as having withdrawn from the courses.
3. Students who have serious illness or sufficient causes can apply for a refund of the tuition he/she has paid. This application must be accompanied by a medical certificate from national hospitals or similar evidence from the related institution. If this application is approved, a partial refund may be authorized or credited to the following semester's tuition. For details, please refer to Appendix 2.
4. Loss of student card must be reported to the Chinese Language Center, and a new card's applied for. For Chinese Language Center classroom facilities and regulations, please refer to Appendix 3.
5. Students wishing to borrow books or use those facilities must apply for temporary borrowing cards/gym cards in accordance with the regulations. For details, please refer to Appendix 4.
6. Before the end of each semester, students are required to either return all books they have borrowed or renew them if they will continue their studies.
7. Students who need enrolment certificates, attendance records and grade transcripts should apply at the Office one week earlier.

II. Course

1. Two types of classes, Small Group Classes and Individual Classes, are offered to students. According to the result of placement tests, students are arranged to small group classes. The full-time students of small group classes and individual classes need to have 15 hours of

classes per week. The full-time students are required to take 5 hours of optional classes in addition to 10 hours of comprehensive language classes. For both individual and small group classes, teaching materials and classrooms will be designated by the Center.

2. For details of regulation of the optional classes, please refer to the Appendix 5.
3. Every class has a "Class Journal," which records the date, lesson, content, achievements, homework and test content. Teachers and students all sign the journal at the end of every class, and the journal is returned to the office.
4. Each class lasts for 50 minutes. Students arriving more than 20 minutes late will be marked as absent and recorded in the journal.
5. All final exams will be given the day before the last day of the semester. The final exam for students attending group class will be based on the student's language level and standardized for all students at each language level. Two weeks after the semester begins, the students will be notified what material will be covered on the final exam. The final exam for students taking individual classes will be written based on the material each individual student covered during the semester; the teachers of the individual students will determine what materials are included on the exam. Only students who take the final exam will be provided a certificate listing their final semester grade and including a performance assessment evaluation. For further information regarding how final grades are determined please refer the "Assessment Guidelines" in the Appendix I.
6. Classes are not held on designated national holidays, NCKU homecoming day, and NCKU sports day. Classes are not made up on these days nor in the event of cancellations caused by typhoons, air raids or natural disasters.
7. If you have any problems relating to your classes, please do not hesitate to see us in the office about your concerns or general questions.
8. Any students who engage in inappropriate behavior, break school

regulations or are disrespectful towards teachers may have their enrolment revoked.

III. Attendance

1. Full-time students at Chinese Language Center must enroll at least 15 hours per week. "Certificate of Completing the Continuing Education Program." will not be issued to any full-time student who is absent for more than one quarter of the classes in a semester without first completing leave of absence formalities.
2. Teachers are not required to make up missed classes. Time lost through student tardiness will also not be made up, except in cases where students request leave of absence in advance for a valid reason,
3. If circumstances arise which make it impossible for a student to attend class, our teachers and staff must be notified one week earlier before the scheduled class time. Yet, teachers are not required to make up missed classes.
4. Students should request leave for illness before the scheduled class time. The students who inform the staff in advance with a medical certificate can apply for make up classes. The make up classes will be scheduled after their requests are approved by Chinese Language Center.
5. For students who inform the staff in advance for their late arrival at the beginning for a semester, the make up classes will be scheduled after their requests are approved.
6. If, due to exceptional circumstances, it is necessary to be absent from class for more than three days in a row, students must submit documentary evidence along with their written leave application. Make up classes will be scheduled if there is a valid reason found for the student's absence.
7. For personal reasons, the student should make arrangements to make up classes missed at their own expense.

Important Visa Information

What kind of visa do you have?

Q: Is it a **Single Entry** or a **Multiple Entry** Visa?

A: Multiple Entry Visa allows the holder to leave and return to the country without applying for a new visa. If you have a Single Entry Visa and you leave the country, you must reapply for a new visa before returning.

Q: Is it extendable or non-extendable?

A: If your visa is extendable then you can extend it for a further 60 days. If your visa is non-extendable, in most cases it is not possible to extend it without leaving Taiwan and applying for a new visa in a different country. In certain special cases the non-extendable visa can be exchanged for an extendable one in Kaohsiung. This must be discussed directly with the Southern Taiwan Office, MOFA, in Kaohsiung. If you need further information on how to do this, please come to the Chinese Language Center office and ask us.

Southern Taiwan Office, MOFA (外交部南部辦事處)

【電話：07-211-0605 ext. 221】

2nd Fl., No. 436, Cheng Gong 1st Rd., Kaohsiung City

(高雄市成功一路436號2樓)

BOCA Taipei Headquarters (外交部領事事務局) 【

電話：02-2343-2888】

3rd Fl., No. 2-2, Ji Nan Rd., 1st Sec., Taipei (台北市濟南路一段2-2號3~5樓)

When does your visa expire?

The Visa expires a specified period after **entry** to Taiwan, **NOT** after the Visa is **issued**. The entry date is usually stamped onto your passport when you arrive in the country. The duration of stay allowed by the visa (i.e. how long you can stay in Taiwan before you must extend the visa or leave the country) is **usually** 60 days from the entry date, but please check.

You must remember to extend your visa prior to date of expiry. All foreigners with overdue visas will be forced to leave the country immediately!

What do you have to do to renew/ extend/ apply for a new visa (before it expires)?

If you do not have the information sheet with details about the procedures required for renewal, extension and application or have any questions, please contact the office at your convenience.

Extending your Visa 辦理延長簽證

An extendable Visitor visa (60 days) "can be extended up to a maximum of 6 months," as long as you remain a full-time student in good academic standing. At the end of 6 months, you must either go abroad (e.g. Hong Kong) to obtain a new Visitor Visa, or apply for a Resident Visa in Taipei or Kaohsiung.

In order to extend a Visitor Visa, students need to prepare the following:

2 copies of Enrollment Certificate & Attendance Record from NCKU
Chinese Language Center Student Card Passport/Visa document
Proof of having already paid for the tuition of following semester(s).

Take all the above to the service center of Immigration Agency, fill out "Multiple-Purpose Application Form for Foreigners "

大台南及大高雄移民署服務站之地址與電話：

The 2nd Service Center of Immigration Agency in Kaohsiung

【移民署高雄市第二服務站電話: (07) 6212143】 No. 115, Gangshan Rd.,
Gangshan Dist., Kaohsiung City (高雄市岡山區岡山路115號)

Resident Visa 辦理居留簽證

Students may apply for Alien Residence Certificate (ARC) if: they have continuously studied at the CLC for four months; they have an excellent study and attendance record; they intend to continue studying at the CLC for at least three months; and they left Taiwan less than two weeks during the period of studying at CLC.

To apply for the Resident Visa, you must first go to the Ministry of Foreign Affairs in Kaohsiung or Taipei. Then after receiving the paperwork for the visa, you must go to the service center of immigration agency within 15 days or you will be heavily fined. The service centers of Immigration Agency will issue the actual ARC.

Please prepare the following: Certificate of Enrollment at CLC, Attendance Record, Grade Transcript, and Student Card. Study Plan

Financial statement (at least US\$2,000) Health certificate Two photos Passport Application fee Relatives/Friends in Taiwan
Proof of having already paid for the following semester's tuition
Please contact with the Southern Taiwan Office, Ministry of Foreign Affairs if any problems are occurred.

Southern Taiwan Office, MOFA外交部南部辦事處【電話：07-211-0605 ext. 221】

2nd Fl., No. 436, Cheng Gong 1st Rd., Kaohsiung City (高雄市成功一路436號2樓)

BOCA Taipei Headquarters外交部領事事務局【電話：02-2343-2888】

3rd Fl., No. 2-2, Ji Nan Rd., 1st Sec., Taipei (台北市濟南路一段2-2號3~5樓)

If you have to leave Taiwan during the session period, please come to the Office and let us know you are leaving and ask for a certificate of enrollment.

While you may get a "Single Entry Permit" Visa when you first come into Taiwan, if you leave Taiwan you have to apply for a new Visitor Visa at the nearest ROC embassy or representative agency.

Foreigners are also required by law to carry identification with them at all times. A Passport or Resident Visa (A.R.C) is both acceptable (you may want to bring a copy of your passport instead). Fines are NT\$2,000-10,000.

Insurance

Section 1: Accidental Insurance

Please ensure that you will have valid accidental insurance and medical insurance during your stay at Taiwan. You could also subscribe accidental insurance in Taiwan. Monthly fee is NT\$250~500 upon your budget. You could ask the CLC Office for assistance regarding the insurance matters.

Section 2: National Health Insurance (NHI)

It is strongly recommended that A.R.C. residents apply for a new National Health Insurance plan. This plan may be applied for 4 months after receiving your ARC card without leaving Taiwan.

Payment is about NT\$700 monthly; just remember that the payment

plan will start exactly from the date your eligibility for applying NHI. If you wish to apply for this insurance, please contact the staff at the Language Center.

Before you leave Taiwan you must cancel your insurance policy. Take your health card and passport to the Southern Region Branch of the Bureau of National Health Insurance (BNHI) just before you depart Taiwan. If you do not cancel your insurance, you will still be considered as eligible for insurance and owe the NHI money. Please inquire at the Center office if you have any questions or problems.

Appendix 1

The Chinese Language Center Assessment Guidelines for Final Grade Calculation:

1. The students who successfully complete courses will be issued "Certificate of Completing the Continuing Education Program."
2. In order to upgrade, students must take and pass the final exams. The students who fail their final exams will stay at their original level.
3. The final grade is made up from language classes (80%) and optional classes (20%). It is calculated as follows: 70% of the mark is made up from performance in class, the remaining 30% comes from the grade of the final test.
4. Performance in class includes periodic tests and quizzes, homework results, attendance and class participation.
5. For students taking the individual classes, the final exam will be written by individual class teachers. It will be based on what the student has studied that semester.
6. For students who would like to skip a level of next term, the placement test will be taken in advance.

Appendix 2

Tuition & Fees Refunding Regulations:

1. Applicants who apply for refund before the beginning of the semester (i.e. first day of the semester) will be refunded 90% of tuition.
2. Applicants who apply before one third of the semester has passed will be refunded 50%.
3. The enrollment fee, fees for library card and placement test will not be refunded.

Appendix 3

Chinese Language Center classroom facilities and regulations:

A. Video-audio Room 26303 (hours: 8:10 - 16:40)

12 stations equipped with computers

1. Please refrain from food, beverages and smoking while in the video-audio room.
2. Please keep quiet while in the video-audio room.

B. Reading Room 26305 (hours: 8:10- 16:40)

1. If you are the last one to leave, please turn off the lights and air conditioner.
2. Please keep the room clean and refrain from smoking.
3. Please keep quiet in the reading room.

C. Multi-media Computer Room 26309 (hours: 8:10 - 16:40)

16 computers reserved for multi-media, E-mail and on-line language study

1. Computer game is not allowed in the computer room.
2. Please refrain from downloading.
3. Please refrain from food, beverages and smoking while in the computer room.
4. Please keep quiet while in the computer room.
5. Printing costs NT\$1 per page. Please go to the office to print and pay.

D. Office (hours: 8:10 - 17:00)

2 computers reserved for e-mail and printing

One copy machine and one scanner

1. Please be considerate of others who are waiting to use the computers.
2. Please refrain from playing computer games.
3. Printing on the copy machine or printers is NT\$1 per page. Please pay at the front desk.

Appendix 4

Regulations for Borrowing Books and Using Audio-Visual Facilities at NCKU Library:

1. The Chinese Language Center can apply for a temporary borrowing card on the student's behalf. A fee of NT\$100 per month is payable.
2. Students can collect their temporary borrowing card from the Language Center office. On production of this card and also their Language Center student card, students can borrow books from the main library.
3. Students may borrow five books each time, for a period of fourteen days. Loans cannot be renewed.
4. There is a fine of NT\$5 per day for each overdue book.
5. All books must be returned before the end of semester.
6. The main library's audio-visual facilities can be used for an additional

fee of NT \$50 per time.

Appendix 5 Regulation for the Class Hours and Optional Classes

壹、每週上課時數：

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

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 optional classes in addition to their regular 10 hour course. Within the 5 hours of the optional class, 3 hours must be from the Optional Language Class.

貳、選修課內容：

We offer optional courses in two categories:

1. Language Classes: Grammar, Pronunciation, Chinese Idioms, Reading & Writing, Oral Training, Simplified Chinese Workshop, Novels Reading, Movie Dialogue, Chinese Songs, Taiwanese, etc.
2. Cultural Classes: Chinese Painting, Calligraphy, Taichi Taichi, Chinese Knot, and Paper Clipping etc. There are one or two hours for each class in a week. Students can select classes according to their interests and language levels.

參、選修課程選課注意事項：

1. Optional classes are to be selected the second week of each semester. You can try out and attend every class in the first week, and decide which classes you will take the following semester before the deadline. All selections should be made during the first three days of the second week of classes. Courses cannot be changed in the third week. The first day of school, you will be given a "temporary optional class card" that you will need to have stamped when you attend the first two weeks of classes. The final optional classes that you select will be listed on your "Optional Class Card"; you will use the "Optional Class Card" for the rest of the semester. You cannot attend classes which you have not signed up for.
2. Initially, only five hours of optional classes can be selected. However, after all students have made selections, if there are any classes that still have openings, then students can choose to take additional

- optional classes (beyond the five hours).
3. Basic and beginner level students are **required** to take three hours of mandatory optional classes. (Ex. Beginner or basic level Pronunciation, Grammar) Students considered at basic and beginner levels are those currently studying Practical Audio-Visual Chinese 2nd Edition Book One and Two. Advanced level students (H level and above) are required to take two hours of mandatory optional classes: Advanced Vocabulary or Advanced Expression.
 4. When you select the optional classes, you have to take your level into consideration. Those in high and intermediate levels can attend the classes of lower levels, if there are vacancies available. However, if the optional class is above your level, you are not permitted to attend.
 5. Except the cultural classes, Movie Dialogue, Chinese Song, and other classes which have special regulations (like pronunciation and conversation), the limit of each class is 16 people.
 6. The classes may be canceled if the number of the students fails to reach the minimum limit for each class. (At least five students for each class) Students should select more than the minimum amount of optional classes in case of a cancellation.
 7. When an optional class has exceeded a certain amount of students (every class limit is different), the priority should go towards students who are currently studying at that level of Chinese. (e. x. Chinese Idioms (Intermediate) the priority goes to intermediate students; Grammar (Beginner) the priority goes to beginner students.) Other students will be selected on a stand-by basis.
 8. If students haven't sign up for the optional classes, they can't attend.
 9. Students can attend more than 5 hours of optional classes, without extra charge. However, it will be noted as absence if you are absent or drop out the courses.
 10. There are no make-up classes provided for absences in optional classes, furthermore, it will be noted as absence. Absence from optional classes may affect extending your Visa. The school is not responsible for any Visa extension problems that may result.
 11. Students are not allowed to take the same optional class the following semester if three or more absences are incurred.
 12. The schedule and subjects of the optional classes will be shown on the CLC website 3 days before the semester begins.
 13. Optional class scores make up 20% of total scores of the semester.
 14. If additional concerns or problems occur, the final decision is made by the Chinese Language Center.