



東方設計大學  
TUNGFANG DESIGN UNIVERSITY

東方設計大學華語文中心  
學生手冊

**Chinese Language Center**

**Students Manual**

**TUNGFANG DESIGN UNIVERSITY**

地址：82941 高雄市湖內區東方路 110 號

No.110, DongFang Rd., Hunei Dist., Kaohsiung City 82941, Taiwan (R.O.C.)

電話：07-6939641

E-MAIL：[clc2641@gmail.com](mailto:clc2641@gmail.com)



壹、新生須知 Student Instructions.....	2
一、註冊與分班測驗 Registration and Placement Test.....	2
二、安排住宿 Accommodation.....	2
三、保險 Insurance .....	4
四、上課須知 Attendance Regulation.....	4
五、請假 Leave of Absence .....	5
六、成績單及結業證書 Grade Report and Certificate of Course Completion .....	6
七、續讀及升降級規定 Next Term Registration/Level Arrangement.....	7
八、退學規定 Discontinuance of Studying Policy .....	8
九、退費 Refund Policy .....	9
貳、相關資訊 Related Information.....	11
參、校園地圖 Campus Map.....	12

## 壹、新生須知 Student Instructions

### 一、註冊與分班測驗 Registration and Placement Test

(一)請於新生說明會當天至華語文中心(推進大樓3F)辦理報到。

Complete your registration at the Chinese Language Center (3F, Advance Building) on the day of orientation.

(二)請備妥以下資料 Provide the following files

1.護照及證件照片三張(已寄過照片者不需要再提交)

Passport and 3 ID photos (not needed for those who have already turned in photos)

2.填寫註冊單 Fill in the registration form

3.進行分班考試 Placement test

4.購買教材、繳交學費。(本中心只接收新台幣現金(NTD)，不接受外幣、刷卡及分期方式付款)

Purchase class materials and pay for registration. (Only NTD cash is accepted)

※申請入學許可證明者另須繳交NTD 300 元手續費

Those applying for an enrollment certificate need to pay for an additional NTD 300 processing fee.

5.開始上課 Start of Classes

※辦理報到手續時間：

上午—AM 9:00~10:00；下午— PM 13:00~14:00

Office hours for registration: morning AM 9:00-10:00; afternoon PM 13:00-14:00

### 二、安排住宿 Accommodation

中心提供了住宿安排服務，您可以根據您的需求，選擇適合的住宿地點。

本中心關心您學習中文的歷程，也關心您在台的住宿的安全性與便利性。

The Center provides boarding plans for you to choose from. We care about not only your Chinese-learning experience but also your safety and convenience while staying in Taiwan.

(一)宿舍 School dormitories

項目 Items	4 人房(4-person)
	6 人房(6-person)
設備 Facilities	
網路 Internet access	有 Yes (無網路線) (Wireless)
空調 Air conditioner	有 Yes
床 Bed	有 Yes
衣櫃 Wardrobe	有 Yes
桌椅 Table/Chair	有 Yes
寢具 Bedding/Pillow	無 No
盥洗室 Shower room/Toilet	公用 Public
洗衣間 Laundry room	公用 Public
費用 Cost	約 NTD 2500 (about USD 80)/ 月 month

※本校保留住宿費調整空間。

The cost for each dorm might be changed depends on the situation. The price will be quoted at the time.

## (二)收費標準 Charges :

- 1.保證金(deposit)：2000 元(每學年繳交一次，現金繳交)，未住滿一年或中途退宿者(含違反規定被勒令退宿者)，不予退還。2000 NTD for each year, stay less than one year or violate dome's regulation lead to kick out will not return deposit.
- 2.磁卡押金(deposit for magnetic card)：300 元 (磁卡 , magnetic card 150 元 + 鑰匙, key 150 元)。
- 3.住宿費(accommodation fee)：男宿(male) 11,000 元(4 人房/4 persons)；女宿(female) 10,500 元(6 人房/6 persons)。

## (三)收費方式 Way of Charge :

到校註冊時現場辦理、ATM 辦轉帳、超商繳費(收據保存與交回繳費單)。

On-site, ATM, or convenience store payment (keep and return the receipt)

### 三、保險 Insurance

#### (一)健保資訊 National Health Insurance

持有居留證且已在台居留滿6個月者（期間僅可離境一次未逾30天，且實際居留日仍需計滿6個月），可申請全民健康保險。

Those who have an ARC **AND** have been staying in Taiwan for consecutive 6 months can apply for the National Health Insurance (you may leave Taiwan once for less than 30 days; the days you stay in Taiwan shall be exactly 6 months in total, the days you are out of Taiwan excluded).

#### (二)Application:

1.居留證至居住所在地的區公所（市公所）辦理加保。

Go to the Administration Division of your resident area to apply the insurance with your ARC.

2.持「居留證」、「加保單」及「兩吋照片一張」，至中央健保局北區業務組辦理健保IC卡。

Go to the Bureau of National Health Insurance for the Insurance IC card with your ARC, insurance sheet and one photo (2 inches).

### 四、上課須知 Attendance Regulation

(一)上課時間：每節課五十分鐘，兩節課之間休息十分鐘。

Class time: Each class is 50 minutes and a 10-minute break between two classes.

(二)遲到：上課遲到逾二十分鐘者需填寫請假單，否則該節以缺課論。若老師遲到，則需負責補課。

Students who are late for twenty minutes need to ask for leave; otherwise it will be counted as absence. Teachers who are late have to make up the missed class time.

(三)假日：本中心放假日依照行政院人事行政總處所公告之行事曆辦理，國定假日一律放假。

There is no class on national holidays, which are announced by the Central Personnel Administration of Executive Yuan.

(四)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，本中心將依據政府指示停課，並擇期公告補課。

The office will follow the instruction of the local government to decide whether

the class will be suspended when there is a typhoon, an earthquake or other events that are out of human control, such as a natural disasters or an air raid. And the CLC will arrange a make-up class another day.

- (五)按中華民國勞動部「勞動力發展署」之規定，華語生須修習華語課程滿一年以上方得申請工作證。未經許可而非法打工者，經查獲將立刻通知主管單位取消其簽證資格。勞動力發展署 <http://www.wda.gov.tw/>

According to the Workforce Development Agency, foreign students cannot work in Taiwan without a working permit. Students are qualified to apply for the permit after consecutive study for one year here at the center. Anyone who is found working illegally will be disqualified for his/her VISA status.

- (六)學員之學籍如有任何變更(如：未報到、休退學、退費等)本中心將知會相關單位(如：教育部、外交部領事事務局、內政部移民署)。

The CLC will notify the Ministry of Education, Ministry of Foreign Affairs, Immigration Office if there is any change in students' enrollment status (such as registration not completed, withdrawing from the class/getting refund, etc.).

## 五、請假 Leave of Absence

- (一)學生遇事無法出席上課，務必填寫「請假單」，並經任課老師簽名後繳交至辦公室存查；請假時數亦列入缺課時數。學生上課遲到超過二十分鐘視同缺課，需填寫請假單。

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

- (二)學生缺課(含請假) 總時數不得超過整學期上課時數的25%。(12 週課程總授課時數為180 小時缺課(含請假) 最高不得超過45 小時領有獎學金之學生亦同。

Students cannot miss more than 25% of total class hours in a term (45 hours for 12-week course with 180 hours). The rule also applies to scholarship students.

- (三)缺課時數超過規定者，本中心得視實際情況取消其學生資格，亦不接受該生下期之入學申請。

Students who do not meet the regulated attendance hours can be deprived of his/her student status at the center, and his/her application for the following term will not be accepted.

(四)缺課時數超過規定者，不發予結業證書。

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

(五)學生應自己留意簽證時效、出缺席情況，若因缺課問題而導致無法辦理居留證或延長簽證，或因此影響臺灣獎學金受獎權益，學生須自行負責。

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

## 六、成績單及結業證書 Grade Report and Certificate of Course Completion

(一)學員修業期滿並且成績及格者，由本中心發給成績單及結業證書。學員若未參加期中、期末測驗，或結業成績未達規定（總平均分數低於 70 分），以及缺席時數超過規定（缺課含請假，總時數不得超過整學期上課時數的25%）則不發予結業證書。

The grade report and certificate of course completion will be provided at the end of each term. However, no certificate will be issued if the student does not attend his/her midterm or final exam, or the final average grades are lower than the standard (70 points), or he/she doesn't fulfill the regulated attendance hours (absence and leave hours should be under 25% of the total required attendance hours.).

(二)學生如有額外成績單及結業證書之需求，請於課程最後一週或離校前到本中心申請，提出申請後開始受理。如需郵寄，請繳交NT200 元郵資並備妥文件，本中心將於課程結束後約 50 天，統一以航空掛號寄出。

To apply for extra grade report or certificate, please fill out the application form at the office a week before leaving school. If the grade report and certificate need to be sent to students by post, it will be sent via registered airmail about 50 days after the end of term, and it costs NT\$200 for postage (which shall be paid to the office upon application).

※結業證書將載明學生姓名、修業期間及時數，但不授予學分。

Student's name, studying period, and class hours will be presented in the

certificate. Credits are not offered for this course.

※插班生無結業證書，僅核發成績單。

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

七、續讀及升降級規定 Next Term Registration/Level Arrangement

(一)續讀資格 Qualification for next term registration：

學生涉入下列任何情事者，本中心得視實際情況取消其學生資格，且不接受下一期的入學申請。倘若學生已預繳下一期課程費用，需要退費，則依本中心退費規定辦理。

Students involved in the following cases will be disqualified of student status and application for the coming quarter will not be accepted. (If the tuition for the coming quarter has been paid, but the student has to discontinue the class for this reason, he/she may apply for the refund according to the **Refund Policy**.)

1. 期末學期總平均分數未達60 分

Final average grades are lower than 60 points。

2. 連續2 學期遭降級

Level is held back or lowered for consecutive 2 quarters.

3. 缺席時數超過規定

Absence hours exceed the limit.

(二)升降級規定 Level Arrangement：

1. 學生升級將依升級考試決定(達70 分則可升級反之必須降級)，降級後程度亦依升級考試決定，而非依學期總成績決定。

Level Arrangement (moving on to the next level or held back) is determined by the result of this level assessment test, the passing grade of which is 70 points.

2. 學生成績將於每季第10 週結算，其平時考成績(50%)及期中考成績(50%)加總平均後，總分未達70 分者，教師將主動告知學生必須重讀。學生如有異議，請向授課教師提出希望參加升級考試(於第 12 週舉行)，考試通知/須知將在考試前一週統一由辦公室寄發。

Students' grades will be calculated in the 10th week of each quarter with the average of their regular quizzes (50%) and midterm exam (50%). Anyone whose average grades are lower than 70% will be informed of repeating his/her level in the coming quarter. If the student does not want to held back, he/she can



take a level assessment test, which will be given in the 12th week. The CLC office will email him/her an official notification of the test a week before the test. Whether the student can move on to the next level will be decided by this level assessment test, not by the final average grades of the quarter.

(三)續讀手續 Next Term Registration Procedure :

續讀調查於每季期末進行，欲續讀之學員無須重複報名手續，只需在規定期限內完成登記，並繳清學費即可。

Students who would like to continue his/her learning at CLC do not need to repeat the application procedures; what is required is completing the registration process and pay the tuition fee by deadline.

八、退學規定 Discontinuance of Studying Policy

學生有下列任一行為者，本中心得勒令退學，並通知內政部移民署，且有權拒絕該生下期之入學申請。

If a student is involved in any of the following misconducts, CLC office has the right to disqualify his/her student status at CLC, discontinue his/her studying, and will reject his/her application for the next term: The center will also inform the National Immigration Agency of the decision.

(一)毆打教職員、同學

Commitment of assault and battery on the CLC faculty or students

(二)破壞公物，情節嚴重。

Destruction of public property, causing serious damage.

(三)蓄意傷人，情節嚴重。

Commitment of assault and battery, resulting in serious harm.

(四)因個人因素影響校園安全或課程進行，情節嚴重。

Serious violation of the safety rules on the campus or the proceeding of the course

(五)有觸犯刑事法律之行為，經學校查證屬實或經法院判決有罪確定者。

Any behaviors violating the Criminal Code are proved true by the school or convicted by the Court.

(六)其他特殊情形經中心會議認可者。

Other misconducts that are considered to be unsuitable for continuing studying at CLC by the CLC administration meeting.

## 九、退費 Refund Policy

(一)開課前申請退費者，退還已繳學費90%。

Students who file a refund application after the payment is made and before the course starts are entitled to a 90% refund of the tuition.

(二)自實際上課之日起，未逾全期授課時數三分之一申請退費者，退還已繳學費50%。

Students who file a refund application before the first third of the course are entitled to a refund of 50% of the tuition.

(三)自實際上課之日起，已逾全期授課時數三分之一者，不得申請退費。

There will be no refund after the first third of the course.

(四)若招生不足或其他非歸咎於學員之事由，因此無法開課，無息退還已繳費用。

If the class is not open because of low enrollment or other reasons that has nothing to do with students, all the paid fees will be refunded.

(五)除上述原因無法開課之班別外，報名費概不退還或保留。

Application fee will not be refunded except for the situation mentioned above in Point 4.

(六)申請退費之學員須於截止日當日16:00前，攜帶下列文件「親自」至華語文中心辦公室辦理。

Refund application shall be filed by 16:00 of the deadline. Please submit the following application documents to the CLC office in person

(七)申請退費所需文件 Refund application documents：

- 1.退費申請書(現場填寫) Application form (filling out the form on site)
- 2.繳費證明(收據)正本 Original receipt
- 3.學生證正本 Original CLC student ID card
- 4.身分證、護照或居留證影本 The photocopy of ID card, passport, or ARC
- 5.本人存摺封面影本 (帳號及分行名稱須清晰)

The photocopy of the cover page of the applicant's bank account book (which shall clearly indicate the bank's branch's name and the account number)

(八)學籍保留 Postponing the enrollment：

1.開課前，如因故無法就讀得申請延期，惟以順延一期為限，所繳學費全額保留至下期。

Application before the course starts: The enrollment and full tuition fee will be kept for the coming quarter.

2.開課後未逾全期授課時數三分之一而申請延期者，所繳學費三分之二保留至下季，並應於下季開課前，繳足整期學費差額。

Application before passing the first third of the course: The enrollment and 2/3 of the tuition fee will be kept for the coming quarter and the applicants shall pay the rest of the tuition fee before the beginning of the coming quarter.

3.開課後逾全期授課時數三分之一，不得申請延期，學費不予保留。

No application for “postponement of enrollment” is accepted after passing the first third of the course.

4.辦理延期就讀時，若下期收費調整，須補繳差額，但不退其減少部分；並得酌收與報名費相等之手續費（金額隨當期報名費調整）。

A handling fee and the difference in tuition will be charged in case of tuition raise, but there is no refund if the tuition fee is reduced.

5.請注意申請延期只能一次，且一旦申請延期，則將無法退費，即使延期後無法就讀，仍不得申請退費。

Please note that the enrollment postponement is limited to one time. Once the application is filed, no refund will be provided (even if students cannot attend the course later on).

## 貳、相關資訊 Related Information

- 台灣獎學金及華語文獎學金計畫 Taiwan Scholarship and Huayu Enrichment Scholarship Program  
<https://taiwanscholarship.moe.gov.tw/web/engindex.html>
- 全球華語網 Huayuworld  
<https://www.huayuworld.org>
- 外國人在臺生活 Living in Taiwan  
<https://www.immigration.gov.tw/5385/7445/791/>
- 內政部移民署 National Immigration Agency  
<http://www.immigration.gov.tw/mp.asp?mp=2>
- 外交部 Ministry of Foreign Affairs  
<https://www.mofa.gov.tw/>
- 國家華語測驗推動工作委員會 Steering Committee for the Test of Proficiency - Huayu  
<https://www.sc-top.org.tw/>

### 叁、校園地圖 Campus Map

