



輔英科技大學  
Fooyin University

正規華語課

FOOYIN Chinese Language Center  
Regular Mandarin Program

學生手冊

Student Handbook

更新 Update : 2021

## 總則

## General Principle

本中心針對學生入學資格、繳費、分班、轉(調)班、併班、留/晉(升)級、退學、退費、續讀、成績考查、結業等任何有關學籍之事宜，擁有同意或拒絕之所有相關權力。

TKU reserves the all rights to verify entry admission, payment, placement, change or switch class, merge classes, grade retention or promotion, dismissal, refund, qualification of next term registration, grade report, and course completion.

## 輔英科技大學華語中心基本規定

## General Regulation

學員倘有下列情事，本中心有權要求學員即刻退學且不返還學費：

1. 對本校教職員生有恐嚇、威脅或暴力行為者。
2. 惡意破壞本校公物、違反公共安全，足以影響他人安全者。
3. 校園內喧嘩、製造聲響影響校園安寧或妨害公共秩序屢勸不聽者。
4. 觸犯性騷擾、性侵害等相關法律，對他人騷擾、言語攻擊影響他人學習者。
5. 未經事實查證，惡意攻擊、散播不實言論，足以影響教職員生聲譽者。
6. 經通報屬非法打工者。
7. 假借、冒用、變造證件，或偽造文書作任何用途者。

8.違反中華民國法律，經執法單位通報或經法院判刑者。

9.缺席超過 75 小時者。

10.其他不當行為(含上課態度不佳)，經本中心決議不適合繼續於本校就讀者。

Given any of the following circumstances, Fooyin CLC has the right to expel the student from school immediately, and the tuition fee is non-refundable.

1. Those who are intimidating, threatening or being violent to instructors, staff members and other students.

2. Those who intentionally destroy public property and violating public safety, may harm to others.

3. Those who make loud noises in campus that affect the tranquility of the campus or disrupt the public order.

4. Those who violate of sexual assault, sexual harassment, sexual bullying and other related laws, or giving verbal abuse affecting other people.

5.Those who unauthorized verification of malicious attacks and dissemination of false statements, enough to affect the reputation of faculty members.

6. Any report of illegal employment.

7. Those who submit fake, forged, borrowed, or altered Documents for any purpose.

8. Those who violate of the laws of Republic of China, notified by law

enforcement agencies or sentenced by the court.

9. Being absence over 75 hours.

10. Other misconducts (including learning attitude) that are considered inappropriate for continuing studying at our school.



## 上課須知

### Attendance Regulation

1. 上課時間：每節課五十分鐘，兩節課之間有十分鐘的休息時間。

Each class is 50 minutes long, and there is a 10-minute break between classes.

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，不另行補課。

There is no class on national holidays, as it is announced by the Central Personnel Administration of Executive Yuan, and there will be no make-up class.

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，本中心將依據高雄市政府指示停課，並不補課。

高雄市政府 Kaohsiung City Government :

<https://www.kcg.gov.tw/Default.aspx>

The office will follow the instruction of the Kaohsiung City Government to decide whether the class will be suspended when there is a natural disaster, such as typhoon, an earthquake or other events that cannot be controlled, e.g. an air raid and there will be no make-up class.

4. 在華語中心，請一律使用華語。

Speak only Chinese in Language Center, no other languages.

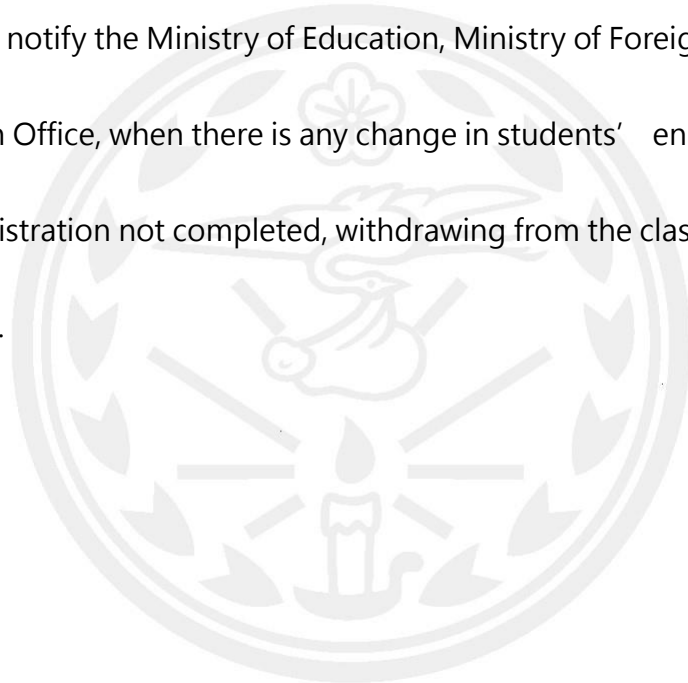
5. 外籍學生須修習華語課程滿一年以上方得申請工作證，主責單位：「勞動力發展署」。未經許可而有非法打工之情事，一經查獲將立刻通知主管單位取消其簽證資格。勞動力發展署

**Workforce Development Agency** : <http://www.wda.gov.tw/>

Students cannot work in Taiwan without a permit from the Workforce Development Agency. They will be qualified to apply for a work permit after completing one-year Mandarin studying here. The student will be disqualified for his/her VISA when he/she is apprehended working illegally.

6. 學員如有任何學籍變更之情事 ( 如：未報到、休退學、退費等 )，本中心將副知相關單位 ( 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, when there is any change in students' enrollment status (such as registration not completed, withdrawing from the class, getting refund, etc.).



## 華語中心正規班

### Regular Chinese Language Program (RCLP)

「正規班」於每月月初的週一開新班，課程由入門華語至進階華語，共分為 9 級，課程均以中文授課。採密集訓練，每日授課 3 小時，一期課程為 15 週，共計 225 小時。另有短期班計費方式。課程皆為聽說讀寫班，初級班著重口語會話能力之培養，中級班以上逐步加強寫作能力以及書面語之使用，中高級以上增加新聞與思想文化方面之教材。課程含定期文化參訪及團體活動，鼓勵國際學生與台灣學生互動，體驗中華文化。

Regular Chinese Language Program is designed for students who study Chinese as a second language. Each term consists of 15 weeks. A new term starts the beginning of each month and the instruction is given all year round. Classes are arranged at 9 scheduled levels, from Elementary to Advanced. All classes are conducted in Mandarin, providing diverse of learning scenarios and activities for students to develop their language skills, and get to know more about the culture.

# 修業規範 Studying Regulation

## 二・正規班結業標準 Regular Course Completion Requirement

(A)出席率達 80%・且(B)成績達 70 分；未符任一標準・即為留級。

(A) Attend more than 80% of the study program,AND

(B) Score more than 70 points

Remarking as retention when failed in any criteria above.

## 三・出席規定 Attendance Regulation

1.每期課程(15 週)為 225 小時。

學員須出席達 80%(即 180 小時)方能申請結業證書或成績單。

2.扣分規定

A.遲到(15 分鐘以內):扣學習態度成績。

B.請假或曠課:扣出席成績。

C.遲到/早退(超過 15 分鐘):視同缺席 1 小時・扣出席成績。

3.人事行政局所公告之國定假日不上課・亦不補課。

4.人事行政局所公告之因應天災所取消之課程不補課。

5.本中心需依規定通報教育部、外交部及移民署等相關單位任何有關學員之入學、退學及出缺席狀況。

1. Total class hour per semester (15 weeks) is 225 hours.To receive the certificate of course completion or the transcript, students must attend more than 80% of



the study program.

## 2.Deduction Rule:

A. Being late (within 15minutes) : deducting on learning attitude points.

B. Leave or absence, deducting on conduct evaluation.

C.Out of the classroom more than 15 minutes per class, deducting on conduct evaluation.

3. There is no class on public holidays as announced by the Central Personnel Administration, and there will be no make-up class.

4. Any natural disaster happens, class will only be cancelled as per announcement by the Central Personnel Administration, and there will be no make-up class.

5. CLC is responsible to notify the Ministry of Education,Ministry of Foreign Affairs and National Immigration Agency for any changes in student's enrollment status.

## 四、請假規定 Leave of Absence

1. 學員需依規定提供「請假單」及其它相關證明文件(例如出境證明、醫療單據、診斷證明書等)。「病假」連續三天(含以上)需提供就醫證明。任何請假時數將累計至缺席總時數。

※依結業標準規定，學員出席率需達 80%(即 180 小時)。

2.任何缺席時數都可能致使申請延長停留簽證或外僑居留證遭拒絕，若因缺席時數而無法申請簽證或 ARC，學員需自行承擔後果，學校概不負責。

1. Students are required to provide relevant documents for any personal leave (i.e. entry/exit stamps on passport, medical documents and/or diagnose certificate). For those who take sick leaves for 3 days in a row, must provide relevant medical documents. Every class that is missed will be all counted into absence hours.

※ Regarding to the course completion requirement, students must attend 80% or more of the study program to obtain the Certificate of Course Completion.

2. Any absence might cause the result of being rejected in applying for visa extension or ARC. Students who failed in applying for their Visa or ARC due to their absence to school, should take the full responsibility for the consequences.

## 五・轉(調)班 Change Class

1.正規班課程費用已繳清者，倘欲更換程度級別，可於開課當週(5 個工作天)內填妥

「轉(調)班申請表」至 CLC 辦公室提出申請，經本中心教務組審核及評估後，

並經原班及新班教師簽名同意，方可辦理，逾時恕不受理。

2.轉、調班申請以一次為限。※一經成功轉出，不可要求轉回原班；且有可能因班級人數額滿而無法轉出或轉入。

3.欲申請同級轉班者，酌收手續費。

4.本中心保留審核轉(調)班之權利。

1. Students who have already paid off the total tuition fees, if not suitable for the arranged class level, are allowed to apply for changing class at a different level in the first week (within 5 business days), the application must hand in to Office CLC, the process will be completed after verifying and assessing, along with both original and new teachers' agreements. Any overdue request of changing class will not be accepted.

2. The application for changing class is limited to ONCE only.

※Once successfully changed/switched the class, cannot request to return to the original class ; all submit might be rejected according to the class status.

3. A cost will be charged for switching class at the same course level.

4. CLC reserves the right to verify all applications.

#### 六、成績評量及續讀限制

##### Assessment & Restriction of re-registration

|          |          |          |                        |
|----------|----------|----------|------------------------|
| 學業成績 80% | 日常評量 40% | 學習態度 10% | 課堂參與度 5%<br>準時繳交作業 5%  |
|          |          | 學習能力 30% | 平時測驗 10%<br>综合能力表現 20% |
|          | 定期評量 40% | 期中考 20%  | 筆試/口試,                 |
|          |          | 期末考 20%  | 筆試/口試,                 |
| 出席成績 20% | ★按缺席時數計算 |          |                        |

※同程度級別課程連續兩學期仍未能晉(升)級者，不得續讀。

※短期生及存有留級紀錄者不得申請本中心獎學金。

※學員出席未滿 180 小時者及短期生，不給予學期總成績；

學員缺席超過上課期程之 1/4 者及短期生，不給予出席紀錄。

1. Academic performance: 40% (Including learning attitude 10% and overall comprehension capacity 30%.)

2. Midterm exam: 20% 、Final exam: 20%

3. Attendance evaluation: 20% (based on class attendance)

※For those who have continuously studied twice the same level but still failed to enter an advance program, will be denied to continue study.

※Short-term students and repeaters are not qualified to apply for any CLC scholarship.

※Absence over 180 hours or short-term students will not be issued a transcript ; absence over 1/4 current course and short-term students will not be issued an attendance record.

## **七、成績單或結業證書申請規範 Application Rules of Transcript and Certificate of Course Completion**

學期結束後，學員達結業標準即可申請成績單或結業證書。申請天數及費用如下：

成績單：每張申請費用為 NT\$50，當天可領取；如需當期學期成績，請於該期學期結

束後再申請，需 5 個工作天。

結業證書:每張申請費用為 NT\$300，需 4 個星期，申請資格比照結業標準。(若於結業後一週內申請，需多加一個星期之審核工作天數。)

學員需至櫃檯填寫申請書。如無法親自取件需郵寄，請檢附回郵信封(郵資約

NT\$240~NT\$520，實際費用視國家地區而定，依郵局公告為準)，本中心將寄至學員指定地址。

The transcript and the certificate will be granted upon application after the end of the semester, students must meet the requirement of course completion. Leading time and the application fee are summarized as below:

- Transcript: On the day upon application, NT\$50/each ; for applying for the most current semester transcript, please submit the application form after the end of the semester, it takes 5 work days.
- Certificate of Completion Course: 4 weeks, NT\$300/each, must meet the criteria of course completion.(apply within 1 week of the end of the semester, takes 1 week more)

Please fill out the application form at the counter.

※Notice: If student cannot pick up the transcript and/or certificate in person, or the documents need to be sent by post, please attach a prepaid return envelope along with the application (the postage rates cost approximate NT\$240~NT\$520,

subject to the regions regarding to post office announcement), and it will be sent to designated address.

備註：

#### 成績複查規範 Application Rules of Grade Review

學員倘對學期成績有疑義，可提具書面成績單影本及「成績複查申請書」向 D104a 教務組申請複查。教務組於收訖書面申請後將與任課老師進一步瞭解學生上課情況與評分標準，由教務組審核、評估後，出具書面說明回函。

The grade review will be granted upon application, students must submit a copy of transcript and a duly completed and signed application form to the office of academic at CLC, after re-evaluated, the student will receive a letter in reply.

#### 八 退費規定 Refund Policy

學費退費規定依據「推廣教育辦法」如下：

學期開始前：退 90%學費。

- 學期開始未達 1/3 期程：退 50%學費。
- 學期開始超過 1/3 期程：不退費。
- 經通報屬非法打工或其它違法、違規事實而無法繼續就學者，不退費。

本中心學員倘成功申請就讀本校學位者，辦理本中心課程退費將以專案處理。

符合上述退費資格之學員，需由本人持「學員證」及「繳費收據」親自至櫃台辦理退費手續，本中心於核准後兩週內會通知學員本人親自至櫃台領取，或將款項匯款至學

員指定帳號。其它費用概不退還。

※匯款手續費及當日匯率差額將由學員自行負擔。

Regarding to the Regulation of Continuing Education, Students withdraw the course will be subjected to the following refund policy.

- Before the course start: 90% refund of tuition
- Before passing one third of course: 50% refund of tuition
- After passing one third of course: NO REFUND
- Any report of illegal employment, or inappropriate misconducts, the tuition fee is non-refundable
- CLC student who has successfully applied for studying at Tamkang University, may apply for partial refund.

**Students must bring your Student ID and Receipt to request refund in person**

**at the counter.** Please note that the process will take about 2 weeks, the refund

to either be pick up in person, or transfer into the designated bank account.

Other relevant fees (i.e. registration fees, book, etc.) are not refundable.

※Students will absorb the remittance fees and exchange rate.

## 簽證須知

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

憑本中心入學許可申請 60/90 天停留簽證來臺



至移民署辦理第一次延簽：持 60 天以上之停留簽證入境，且未加蓋不准延期，有事由需繼續停留者，於停留期限屆滿前 15 日內，檢具相關證明文件向受理單位申請。

1. 下一期的入學許可證
2. 出缺席紀錄(第一次延長者不用)



至移民署辦理第二次延簽：

1. 下一期的入學許可證
2. 出缺席紀錄



離開臺灣，申請新簽證返臺：

1. 入學許可證
2. 出缺席紀錄



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，先至外交部南部辦事處(高雄市苓雅區政南街6號3樓)改換居留簽證，再至移民署申辦居留證：

1. 簽證申請表
2. 六個月內 2 吋彩色照片兩張以下請準備正本及影本。
3. 護照。
4. 三個月內健康檢查報告
5. 在學證明
6. 入學許可證
7. 上課出席紀錄證明
8. 成績單
9. 研習計畫書
10. 三個月內財力證明
11. 其他特別要求之文件



Apply for 60-day(90-day) extendable Visitor Visa



First extension at National Immigration Agency : The applicant who holds at least 60-day visitor visa without a stamp of no-extension and apply for extension within 15days before the expiry date of their visitor visa.

1. Admission letter for next semester
2. Attendance record (First time don't need)



The Second-time extension at National Immigration Agency :

1. Admission letter for next semester
2. Attendance record



Leave Taiwan and apply for a new visa :

1. Admission letter
2. Attendance record



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(Southern Taiwan Office)  
(3rd & 4th FL., No. 6, Zhengnan St., Kaohsiung)

**Second:** Apply for ARC at National Immigration Agency :

1. Application form
2. Two color passport-size photos Original and one photocopy :
3. Passport and one photocopy
4. Health certificate
5. Enrollment with record of registration.
6. Admission letter for new semester.
7. Record of attendance
8. Transcripts
9. Study plan
10. proof of financial support
11. Other documents specially required

※Southern Taiwan Office, Ministry of Foreign Affairs, Republic of China

Map



# 外國留學生工作許可申請

## Applying for Work Permit

### 一、申請流程 Application Procedure

※勞動部公告：108 年 5 月 1 日開始，工作許可只能上網申請，不能繳交紙本文件！

Ministry of Labor Announcement: Starting from 1<sup>st</sup> May 2019, work permits only can be applied online, and paper documents cannot be submitted.

線上申辦操作相關問題，請參照華語文中心網站相關連結說明，或於上班時間(週一至週五上午 8:00-12:00；下午 13:00-17:00)至學務處職涯發展中心洽詢。

Please follow the guidelines on CLC Website, for further questions please inquire at Career Center Office of Student Affairs (1F front desk). Office Hours: Mon - Fri 8:00 - 12:00, 13:00 - 17:00

### ※注意事項 Notice

-許可期間最長為六個月

Period of Validity provided maximum 6 months.

-工作時數，每週最長為 20 小時。

Maximum working hour is 20 hours per week.

### 二、申請資料 Required documents

1.填寫線上申請表。

Fill out the online application form. <https://ezwp.wda.gov.tw/>

2.有效護照掃描檔(PDF)。

A scan of the passport (PDF).

3.如非在本中心就讀滿一年,請出示其他學校之成績單。

If you have not studied at TKUCLC for a whole year, please submit the academic transcript from other language center.

4.審查費新台幣 100 元，繳費方式如下：

The administration fee costs NT\$100, payment methods are as follows：

(1)郵局劃撥。Transfer at Post Office

-劃撥戶名(Transfer account name)：

「勞動部勞動力發展署聘僱許可收費專戶」

-劃撥帳號(Transfer account)：19058848

(2)現場繳交。Pay at the counter

地址：臺北市中正區中華路一段 39 號 10 樓勞動部收費櫃台。

# 生活資訊 Living Information

## 緊急電話資訊 Emergency Call

校園安全緊急聯絡電話 (+886)933-608660

Campus Emergency Phone Number

警察局大寮派出所 Daliao Police Station (+886)781-6335

報警 Call for police 110

救護車、火警、消防隊 119

Call for ambulance/ fire brigade

手機緊急救難專線 112

Emergency call by cell phone 1999

高雄市 1999 市民專線(24 小時服務專線) Kaohsiung citizen services

(+886)7-335-8080

外籍人士緊急電話 (+886)0800-024-111

Emergency call used by foreigners

※外籍人士撥打 110 或 119 · 若語言無法溝通時 · 可撥打外籍人士緊急電話尋求援

助。

## 健康保險 National Health Insurance

一、投保資格：在台灣領有外僑居留證之外籍人士，應自領有居留證明文件後，在台灣居留滿 6 個月之日起加保。(※居留滿 6 個月：指進入台灣地區居留後，連續居住達 6 個月，或曾出境 1 次且未達 30 日，其實際居住期間扣除出境日後，併計達 6 個月。)

International students who hold an ARC and have stayed in Taiwan for six months should enroll for National Health Insurance.

二、保險費用：每月 826 元。※費用依健康保險署官網為準。

Insurance Premium： NT\$ 826 per month.

※The accurate fee is subjected to the official website.

三、申請辦法：填寫申請表後，黏貼二吋相片一張及 ARC 之正反面影本、攜帶護照至中央健康保險署辦理投保。

To enroll the health insurance, please complete the application form attached with a 2-inch color photo, one photocopy of ARC (front and back) and passport, submitting to the office of National Health Insurance Administration, Ministry of Health and Welfare.

四、其他詳細相關規定請洽「衛生福利部中央健康保險署」。

For more details and regulations, please contact the office of National Health Insurance Administration Ministry of Health and Welfare <https://www.nhi.gov.tw/>

健保諮詢專線:0800-030-598

服務時間：週一至週五 8:30AM~12:30 PM, 1:30 ~5:30 PM

# 重要公告 Important Announcements

1.本校全面禁菸,敬請配合!

smoking is prohibited on the school premises.

2.尊重及保護智慧財產權，請勿重製或下載他人創作。

Please respect the intellectual properties.

DO NOT copy or download the work of the others without consent.

3.資料之蒐集、處理及利用，應遵循「個人資料保護法」之規範。

The collection, processing and use of data should comply with the Personal

Data Protection Act.

