

xué shēng shǒu cè
CLD 學生手冊
CLD Students Manual

國立臺灣大學文學院 語文中心中國語文組
Chinese Language Division (CLD), Language Center, National Taiwan University

辦公時間 Office Hours : 08:00-12:00; 13:00-17:00

TEL: 886-2-33663417 // FAX: 886-2-83695042
Email: cld222@ntu.edu.tw // Website: <http://cld.liberal.ntu.edu.tw>
Facebook: <http://www.facebook.com/NTU.CLD>

10663 臺北市大安區辛亥路二段 170 號語文中心 2 樓 222 室
Room 222, 2F, No.170, Sec.2, XinHai Rd, Daan Dist., Taipei City, Taiwan, 10663, R.O.C.

本冊內容中英文的文義解釋如有差異，以中文為主。

本手冊/文件所載內容未經本組同意，請勿翻印、取用；若經發現，本組將保留法律追訴權。

In case of discrepancies between the Chinese version of this manual and English translation, the Chinese version shall prevail.

Please do not copy/adopt the content of this students manual without CLD's permission.

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【提醒】

我們所有課程與活動資訊與重要消息，都會在網站、臉書公告，並寄發 email，請不時留意網站訊息、追蹤我們的臉書，還有檢查您的 email，以免錯過重要訊息。

所以... 現在就到我們的臉書點讚，並加入追蹤吧！



- 但 Hotmail 因系統問題常無法收到本組信件，如果您用的是 Hotmail 信箱，建議您提供給我們別的 email。

【Important Reminder】

All of our course/activity information and important events will be announced on our website and Facebook and be emailed to you. Please check our website, Facebook and your email box from time to time, in case you miss any important things.

So... follow our Facebook now:



- Due to system problem, Hotmail blocks our emails automatically. If you use Hotmail, you are advised to offer another email address.

請確實做好垃圾分類，別弄混囉！

在臺灣，請配合垃圾分類～！ We take recycling seriously, please join us!!

Recycle, please!!!



廢紙類

Paper and Cardboard



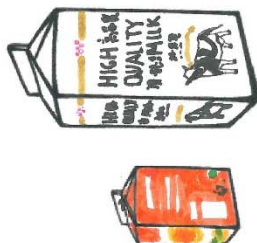
鐵(鋁)罐類

Tin and Aluminum Cans



保特瓶

PET Bottles



鋁箔包

Drink Cartons



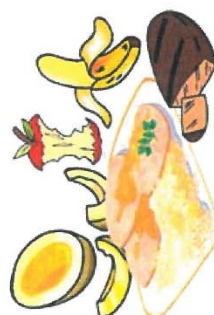
紙餐盒.杯

Paper Lunch Boxes, Cups



塑膠餐盒.杯

Plastic containers, cups



熟廚餘類
(養豬)

米麵食類、肉類、水果類

Non-Compostable Food Waste

(E.g. fish, meat or dairy products.)



生廚餘類
(堆肥)

果殼類、植物類、硬殼類

Compostable Food Waste

(E.g. fruit and vegetable peelings, seeds, cores or egg shells.)

簽證須知（學生需自行注意簽證到期日期）

常見的簽證種類（你現在可能持有下列簽證）：

- 1) 一般觀光簽證
- 2) 憑護照直接入境的落地簽證或免簽證

- 不可延長
- 簽證一到期，就必須離開臺灣，重新入境（不能在臺灣換簽證）

【重新入境】

簽證到期前 1 週，請線上申請「在學證明」、「出席紀錄」，帶著這兩項文件離開臺灣，重新申請簽證回來。

- 3) 憑我們的人學許可申請的華語學習觀光簽證

- 只要持續在學，可以延長
- 簽證到期前 1 週辦理延長：
 - ✧ 60 天的簽證最多可延長 2 次，每次最多 60 天，最多共 180 天。
 - ✧ 90 天的簽證只能延長 1 次，最多延長 90 天，最多共 180 天。
 - ✧ 60 或 90 天由臺灣駐外代表處決定。

【延長簽證】

簽證到期前 1 週，請線上申請「在學證明」、「出席紀錄」，帶著這兩項文件到移民署申請延長。

● 重要提醒

1. 在學證明與出席紀錄線上申請：<http://cld.liberal.ntu.edu.tw/cld.html>
（需要 1~2 個工作天，請務必事先申請）
2. 在學證明的在學期間，是您實際已付學費的學期日期。
比如說，你在 2014 春季班最後一個月來申請資料，而你打算繼續念 2014 夏季班，建議您先付 2014 夏季班的學費；否則，您的在學證明中，您的在學期間只會到 2014 春季班結束，而這可能影響您辦理簽證延長。

如果你想在 CLD 學 9 個月以上的中文：

選擇 1)

離開臺灣申請新的簽證回來
(重複前述延長流程，最多又得停留
180 天。)



【重新入境】

簽證到期前 1 週，請線上申請「在
學證明」、「出席紀錄」，帶著這兩
項文件離開臺灣，重新申請簽證回
來。

選擇 2)

當你已在 CLD 就讀滿 4 個月，且
預付新學期(第 3 學期)的學費，你
可以申請「居留證」。



【申請居留證】

簽證到期 2 週前，備妥下列文件至線
上系統申請居留證：

1. 三個月內健康檢查報告正本
(先去做！約 2 週後可取得報告)
2. 在學證明與出席紀錄
(做完健檢，到辦公室付學費，同
時線上申請這些文件，我們會準備
給你)
3. 護照與簽證
4. 現居住地證明：如租賃契約
5. 兩年內 2 吋彩色照片 1 張
6. 費用 (線上刷卡或超商付款)

- 居留證線上申辦：

<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

中華民國內政部移民署：

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

中華民國內政部移民署—臺北市服務站

地址：臺北市廣州街 15 號

〔捷運小南門站 2 號出口〕

電話：(02) 2388-9393*3122/3123

Email：boi@immigration.gov.tw

外國人諮詢專線：0800-024-111

中華民國內政部移民署—新北市服務站

地址：新北市中和區民安街 135 號

電話：(02) 8228-2090

* 移民署上班時間：

週一至週五 08：00~17：00，中午不休息

外交部領事事務局

地址：臺北市濟南路一段 2-2 號 3~5 樓

〔捷運臺大醫院站 2 號出口〕

電話：(02) 2343-2888

Website：<http://www.boca.gov.tw/>

辦理時間：

週一至週五 08：30~17：00，中午不休息

入學規定

【課程要求】

1. 本組華語學習聽、說、讀、寫四方面並重，教授漢語拼音與正體字，且強調手寫練習，學生需以手寫完成作業與考試。
2. 不論程度，教師課堂授課以中文為主。且本組為營造全中文環境，要求學生無論是課堂上或課後，在語文中心大樓都盡量使用華語與人交談。
3. 一般而言，每學季預計進度約為 14 課 (冬季約為 12 課)，但實際進度仍視學生程度與學習情況而定，各班稍有不同。
4. 課程進度：
 - 初級學生每學季習得之詞彙量約 500 個，語法句型約 40 ~ 50 個。
 - 中級學生每學季習得之詞彙量約 1000 ~ 1200 個，語法句型約 120 ~ 140 個。
 - 高級學生每學季習得之詞彙量將依當季閱讀之文章數、以及各班級情況而定。
5. 此課程有進度壓力，為鞏固學習成效，教師於課堂上、課後都會視學生情況給予作業、小考等不同形式的練習，且固定有期中及期末考。
6. 本組每期評估學生學習狀況與程度，作為下期排課參考，學習表現不佳者，可能因此降級或留級。
7. 學生出席、學習狀況、課堂表現等，均列入下期是否得繼續就讀的評估條件，本組得視情況拒絕學生續讀。
8. 每期各班教師提供之教學大綱所載內容亦為學生必須遵守的課程規則。

【上課須知】

1. 遲到：

上課鈴響 20 分鐘，若無一學生出席，老師得離開教室在休息室內待命。若第二堂課上課鐘響後仍無學生到課，當日課程取消，不需補課。上課遲到逾 20 分鐘者，該節以缺課論。若老師遲到，則需負責補課。

2. 請假：

學生因故不能來上課，一定要填寫「請假單」，並經任課老師簽名；請假時數亦列入缺課時數。本課程為實體課程，若學生因故無法到校上課，本中心不提供任何同步線上或錄影、錄音補課。

3. 缺席限制：

(1) 學生缺課（含請假）總時數不得超過全學期上課時數的 25%。**缺席超出此限者將依規定通報本國出入境管理局暨移民署。**

(12 週課程為 45 小時，10 週課程為 38 小時。)

(2) 獎學金生每月須有上課之事實，且符合獎學金規定，才得按月領取獎學金。
受獎生單月缺課（含請假）達 12 小時（含）以上者停發一個月獎學金。

(3) 語文中心及教師不提供請假單影本以外之證明。

(4) 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，學生須自行負責。

4. 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。

5. 停課：

若遇颱風、地震、或其他災害、空襲警報等人力無法控制之事件，導致課程無法順利進行，本中心將依據政府指示停課，或另行評估是否停課。

6. 補課：

如因前述原因停課，將由各班教師與學生協調補課方式，每期至多補課 2 次，而第一次停課與發生在學期末三週的停課將不補課。

7. 學員如有任何學籍變更之情事〔如：未報到、休退學、退費等〕，本組將副知相關單位〔如：教育部、外交部領事事務局、中華民國內政部移民署〕。

8. 外籍學生須修習華語課程滿六個月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。

9. 在語文中心，請一律使用華語。

10. 本中心禁止任何歧視言行。

【班級調整】

時間：自第 2 個上課日起，至第 5 個上課日 17:00 止，為期 4 個上課日。

*第 1 個上課日請至原班上課，不開放旁聽。

步驟：

1. 請先至辦公室領「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，只能到班表上未滿 8 人的班級旁聽，且 1 個班只能旁聽 1 個小時。
3. 能否換班，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 8 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進入該班人選。

※ 申請表須簽章完整並於期限內（截止日 17:00 前）交回語文中心中語組辦公室 222 室；逾期恕不受理。

※ 但提醒您：當您完成申請表所有簽章後，請儘快將申請表交回 CLD 辦公室，否則在您的申請被辦公室正式受理前，您在新班級的位置仍可開放其他同學旁聽，甚至轉入。

※ 換班僅限 1 次，繳回換班單後，不得再換。

【退費規定】

一、退費

1. 開課前申請退費者，退還已繳學費 90%。
2. 自實際上課之日算起，未逾全期授課時數 1/3 申請退費者，退還已繳學費 50%。
3. 自實際上課之日算起，已逾全期授課時數 1/3 者，不得申請退費。
4. 若因招生不足或非歸咎於學員之事由，致無法開課，無息退還已繳費用。
5. 除因故無法開課之班別外，報名費概不退還或保留。
6. 退費須於退費截止當日 17:00 前，攜帶下列文件至辦公室辦理。

申請退費所需文件：

- (1) 退費申請書
 - (2) 繳費證明（收據）正本
 - (3) 中語組學生證正本
 - (4) 身分證、護照、居留證或統一證號影本
 - (5) 本人存摺封面影本（帳號及分行名稱須清晰）
7. 待本組確認您申請手續完成後，費用預計於申請退費後 6 週內匯款（匯費及手續費自付）。

二、學籍保留

1. 開課前，如因故無法繼續就讀，得申請延期，惟以順延一期為限，所繳學費全額保留至下期。
2. 開課後未逾全期授課時數 1/3 而申請延期者，所繳學費保留 2/3 至下期，並應於下期開課前，繳足整期學費差額。
3. 開課後逾全期授課時數 1/3，不得申請延期，學費不予保留。
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）。
5. 一旦申請延期後，將無法退費。即使延期就讀後無法就讀，仍不得申請退費。

※ 本辦法依教育部「專科以上學校推廣教育實施辦法修正條文 (100.01.11 教育部令)」辦理。

※ 12 週課程的總時數為 180 小時，其 1/3 時數為 60 小時（含國定假日）。
10 週課程的總時數為 150 小時，其 1/3 時數為 50 小時（含國定假日）。

【續讀】

1. 續讀資格：

若學生有下列任一情形，本組得視情況不接受下一期的入學申請。

若學生因此而需退費，一切均依本組退費規定辦理。

(1) 期末學期總平均分數未達 70 分

(2) 連續 2 學期遭降級

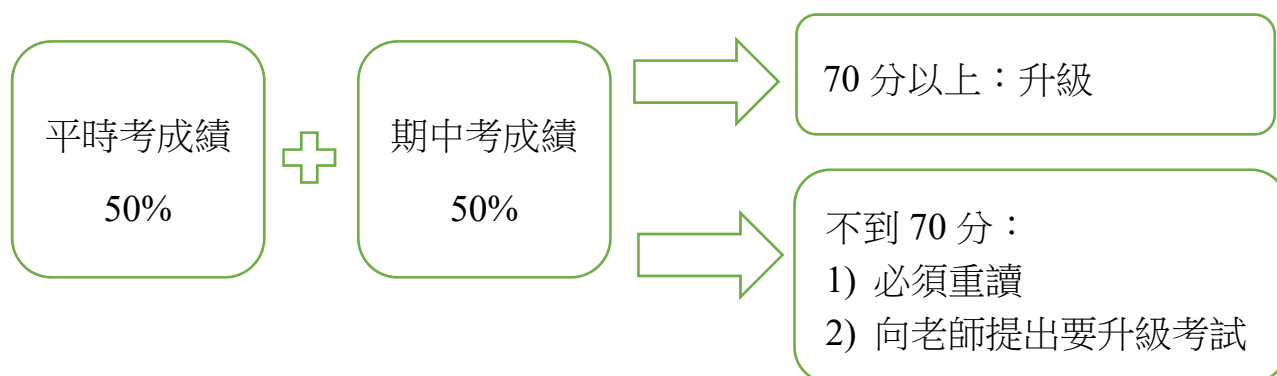
(3) 缺席時數超過規定

2. 續讀手續：

本組於每季期中進行續讀調查，欲續讀之學員無須重複報名手續，只需在規定期限內，依規定完成線上登記 (<http://cld.liberal.ntu.edu.tw/cld.html>)，並繳清學費即可。

【升降級規定】

1. 若學生成績至春、夏、秋季第 9 週、冬季第 7 週為止，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降級。
2. 降級程度視學生程度及排課狀況由本組決定。
3. 學生如有異議，請向授課教師提出希望參加升級考試（春、夏、秋季於第 11 週、冬季於第 9 週舉行），考試通知/須知將在考試前一週統一由辦公室寄發。學生最後是否能升級，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。
4. 降級生於換班週若有換班需求，程度往上以 3 課為限。



【退學規定】

學生個人有下列各款情形之一者，本組得勒令退學，並通知中華民國內政部移民署，且本組有權拒絕該生下期之入學申請。

1. 毆打教職員、同學。
2. 破壞公物，情節嚴重。
3. 蓄意傷人，情節嚴重。
4. 因個人因素影響校園安全或課程進行，情節嚴重。
5. 有觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實者。
6. 其他特殊情形經中心主管會議認可者。

【文件申辦】

一、在學證明與出席紀錄

1. 線上申請：<http://cld.liberal.ntu.edu.tw/cld.html>
(需要 1~2 個工作天，請務必事先申請)
2. 如果需要英文版，請特別在最後一欄「備註/其他」中說明。

二、成績單與結業證書

1. 到辦公室申請：
 - (1) 每期課程結束後，學生需自行至本組辦公室申請成績單及結業證書。
 - (2) 申請後，證書與成績單將於課程結束後 50 天發放。如需郵寄，需繳交 NT200 元郵資，文件備齊後，本組將統一以航空掛號寄出。
2. 該生若缺少期中測驗、期末測驗或學期總平均分數低於 70 分，或缺席時數超過規定，則不發予結業證書。
3. 結業證書將載明學生姓名、修業期間及時數，但不授予學分。
4. 插班生無結業證書，僅核發成績單。

※ 總平均分數計分方式：

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

【CLD 資源與設備】

無線網路 – 限在本中心使用

使用說明：

1. 無線基地台名稱為：CLD 或 CLD-5GHZ（均可使用）
2. 帳號：中國語文組學號
密碼：護照號碼（大小寫完全與護照相同）
3. 無線網路在完全未使用狀況下，30 分鐘後將自動登出。

使用規定：

1. 請勿於上課時上網。
2. 請勿使用他人帳號。
3. 請勿違法下載、拷貝受著作權法保護之著作及其他可能涉及侵害智慧財產權之行為。
4. 請勿散布電腦病毒或其他干擾或破壞系統功能之程式。
5. 超載使用無線網路而影響網路速度者，將被斷線。

違反上述規定達 3 次者，禁用無線網路一個月。

達 6 次者，取消無線網路使用資格。

【CLD 活動】

一、學期活動

我們每學期都會有文化體驗活動，每年春天與秋天則有校外教學。所有活動資訊都會在當季公告在本組網站及臉書，也會 email 通知大家，請隨時追蹤我們的活動動態！

二、CLD Club

想找語言交換、買二手書、或找住宿/室友，都歡迎到 CLD Club 唷！



【NTU 資源與設備】

一、圖書館

開課一週後，憑本組學員證即可進館（含使用自習室）；如欲借書，請攜帶本組學員證及護照，至圖書館一樓流通櫃檯辦理。

1. 借書證限本人使用，不可轉借或交換。
2. 可借書期間為：開課第 2 週起至第 10 週止（冬季班為第 8 週）。
3. 借書之總冊數為十冊，借期二週，借書到期仍需閱讀時，可辦理續借。續借不限次數，最長借期為 60 天。若所借之書籍借期已滿仍不歸還，圖書館得課以逾期滯還金。
4. 所借之書籍如有損壞或遺失，應負賠償之責。
5. 其他規則依圖書館規定辦理。

二、保健中心

1. 開放時間：週一至週五（上班日）8:00~17:00
2. 現場掛號：上午 8:20~11:30、下午 13:20~16:20，持健保卡、本組學生證到保健中心一樓櫃臺掛號、候診，並依叫號看診。
3. 費用：
有健保卡與本組學生證—掛號費新臺幣 50 元，醫藥費另計。
沒健保—掛號費 100 元，另加收診療費 300 元，共計 400 元，醫藥費另計。
4. 看診科別：請上本校保健中心查詢 (<http://shmc.ntu.edu.tw/>)。
家醫科、耳鼻喉科、眼科、牙科、婦科、皮膚科。
5. 看診時間：上午 9:10~11:40、下午 14:10~16:40。

三、綜合體育館

1. 目前開放辦證使用之場地：溫水/室外游泳池、健身房、壁球室、羽球場、桌球室
2. 辦證地點：綜合體育館 B1 大廳櫃檯
3. 辦證時間：
週一至週五：08:00~21:30
週六：09:00~21:30
週日：09:00~17:30
4. 辦證須知：
 - (1) 填寫辦證申請書並簽章。
 - (2) 最近一年內一寸、半身脫帽照片二張。
 - (3) 華語班學生證正反面影本，並需攜帶正本備驗。
 - (4) 辦證費用（各場地使用收費標準請向綜合體育館洽詢）。

5. 場地開放時間如下：<https://info2.ntu.edu.tw/facilities/GuyLisureForm.aspx>

6. 休館日：

- (1) 每月第四個星期一。
- (2) 國定假日（除勞動節外）。
- (3) 如遇年度歲修及不可抗拒之因素足以影響使用者安全等事宜，得經公告暫停開放。

四、室外游泳池

1. 開放時間

夏季：5 月 1 日～10 月 31 日

星期一～五	06:00~21:30
星期六	06:00~13:30
星期日與國定假日不開放	

冬季：11 月 1 日～4 月 30 日

星期一～五	07:00~14:30
星期六、星期日與國定假日不開放	

2. 申請：

夏：4/25~10/9

冬：11/1~4/30

- (1) 繳交申請表並簽名
- (2) 繳交最近一年內脫帽一吋光面證件照片 2 張
- (3) 檢驗證件及繳費

五、腳踏車證

持有腳踏車的學員須申請腳踏車證，請洽 CLD 辦公室協助。

停放在本校的無證腳踏車將被拖吊。

【NTU 活動與社團】

一、杜鵑花節

這是臺大一年一度盛事，在每年 3 月舉行系所及社團博覽會。活動資訊將於當年度公告，請留意本校網站或本組臉書（會分享活動訊息）。

二、臺大社團

臺大有上百個社團（運動、藝文、學術、服務等各種性質與種類，五花八門），都很歡迎我們的學員加入。這是個認識臺灣朋友，接觸自己有興趣的事物的好機會，也能讓在臺灣生活更充實多采。如有興趣，歡迎上網查詢社團資訊，直接聯絡該社團，告訴他們您是我們 CLD 的學生就可以了：

https://osa_activity.ntu.edu.tw/club/index

【手機申辦】

門號申辦或預付卡申辦，需 20 歲以上，附下列文件，至門市（中華電信、臺灣大哥大或遠傳等）辦理：

1. 護照正本
2. 統一證號（或居留證）－ 統一證號請攜帶護照到移民署申辦

【銀行開戶】

各銀行外國人開戶所需資料

1. 統一證號（或居留證）－ 統一證號請攜帶護照到移民署申辦
2. 護照正本
3. 開戶金（約 1,000 元台幣）

* 臺灣的各家銀行都在 15:30 就停止服務。

若未滿 20 歲：

臺大校園中的〔郵局〕將是你開戶的唯一選擇。

在這情況下，除了前述資料，還需要您的 CLD 學生證。

- 郵局只接受「美元、歐元、人民幣、港幣」匯款。

舉例：今天有位英國學生父母要從英國匯錢到臺灣郵局給學生，他們要在英國先把英鎊換成上述幣別再匯。

醫療保健

【健保】

取得居留證後在台居留滿 6 個月（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。辦法如下：

辦法一：持居留證至居住所在地的區公所（外縣市請至市公所）辦理加保。

辦法二：持「居留證」、「加保單」及「兩吋照片一張」，至中央健保局臺北分局辦理健保 IC 卡。

- 重要提醒：離臺前，請主動至健保局或區公所退保。

【就醫】

如有需要就醫協助，請洽辦公室。

【心理輔導】

本組提供心理輔導轉介服務，如有需求，請逕洽本組辦公室。

VISA (Please pay attention to your own visa status)

You may have one of the following visa types:

- 1) General visitor visa
- 2) landing visa/visa-free (just enter in Taiwan with your passport)



- NOT extendable
- Once your visa expires, you have to leave Taiwan to come back (you cannot change visa types in Taiwan)



【Re-Enter in Taiwan】

A week before your visa expires, apply for enrollment certificate and attendance record online. Leave Taiwan with these documents to apply for a new visa to come back.

- 3) Visitor visa for the purpose of Chinese studying (you applied for this with our admission)



- Extendable during your enrollment
- Apply for extension a week before your visa expires:
 - ✧ 60-day visa can be extended for twice at top, each time for another 60 days at top – maximum: 180 days of stay in total
 - ✧ 90-day visa can be extended for once, for another 90 days at top – maximum: 180 days of stay in total
 - ✧ 60 or 90-day is decided by Taiwan embassy/consulate



【Visa Extension】

A week before your visa expires, apply for enrollment certificate and attendance record online. Apply for extension at the Immigration Office with these documents.

● Important Reminder

1. Online application for enrollment certificate and attendance record:
<http://cld.liberal.ntu.edu.tw/cld.html> (It takes 1 to 2 days for issuance)
2. The enrollment duration is based on the course seasons you've paid for.
Ex. You are enrolled in 2014 spring and you want to continue in 2014 summer. You are advised to pay for 2014 summer before you apply for visa extension; if you don't, your enrollment duration will end at the end of 2014 spring, and this may affect your visa extension.

If you want to study at the CLD for longer than 9 months:

Choice-1

Leave Taiwan and apply for a new visa to come back (Repeat previous process, you may get another 180 days at top)



【Re-Enter in Taiwan】

A week before your visa expires, apply for enrollment certificate and attendance record online. Leave Taiwan with these documents to apply for a new visa to come back.

Immigration Office:

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

Taipei City Office

Address: No.15, Guang Jhou St., Zhong Jheng District, Taipei City
(Exit No.2 of Xiaonanmen MRT Station)
Phone: (02) 2388-9393*3122/3123
E-mail: boi@immigration.gov.tw

Special line for foreigners: 0800-024-111

New Taipei City Office

Address: No.135, MingAn St., Ban-chiau District, New Taipei City
Phone: (02) 8228-2090

*** Office hours:**

Mon.~Fri., 08 : 00~17 : 00 (no lunch break)

Ministry of Foreign Affairs

Address: 3-5F, No.2-2, Chi-Nan Rd, Sec. 1, Taipei City
(Exit No.2 of NTU Hospital MRT Station)
Tel.: (02) 2343-2888
Website: <http://www.boca.gov.tw/>
Office Hours:
Mon.~Fri. 08:30~17:00 (no lunch break)

Choice-2

After you study at CLD for 4 months and you pay for new season (i.e. 3rd season), you can apply for ARC



【Apply for ARC】

2 weeks before your visa expires, apply for ARC online with:

1. Health Exam Report (Do this first! It takes 2 weeks.)
 2. **Enrollment certificate** and **attendance record**
(After you do health exam and pay for new season, apply for these online, we will give you.)
 3. Passport and visa
 4. Proof of accommodation (such as rental/lease agreement)
 5. 2-inch colored photo taken in recent 2 years
 6. Fees (online payment by credit card or payment at convenient stores)
- ARC online application available:
<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>

CLD Regulations

【Class Requirements】

1. We offer equal trainings on the listening, speaking, reading and writing skills. We teach pinyin and we only teach and use traditional characters. And we emphasize a lot on hand writing. Students are required to “write” homework and exams.
2. Teachers only speak Chinese in class (regardless the class levels). To offer an all-Chinese-speaking environment, students are encouraged to speak only Chinese under all circumstances.
3. Generally speaking, we expect to finish 14 lessons per season (12 for winter); but it may be adjusted to students’ levels and learning efficiency, and it may be different between different classes.
4. Course content :
5. We expect to acquire 500 vocabularies and 40~45 sentence patterns in elementary level per season.
6. We expect to acquire 1000~1200 vocabularies and 120~140 sentence patterns in intermediate level per season.
7. For advanced level, what students learn may vary according to students’ language proficiency and the articles they read.
8. Please be prepared for the school workload. There are homework, quizzes, midterm, final exam, etc. Students need to be concentrated and devoted to their classes and learning, and actively participate in the class activities.
9. We assess students’ level and learning every season, which will be taken into consideration for the class arrangement in the coming season. Those who have poor school performance may be held back and repeat a lower level.
10. Students’ attendance, learning situation, class performance, etc. will decide whether they can study in the coming season or not, it is possible that we reject a student’s application.
11. The teacher’s syllabus which is given in each class at the beginning of each season will also be the requirements that students should follow.

【Attendance】

1. Being late: The student is taken as absent if he/she is 20 minutes late for the class. The teacher is obligated to give a make-up class if he/she is 20 minutes late for the class. The teacher will leave in 20 minutes when there is no student coming to class, and if there is still no student coming after the second period of class starts, the class of that day will be canceled and there will be no make-up class.
2. Ask for absence: 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. Our classes are on-site/physical classes, online classes or video/audio recording are not offered for students' absence.
3. **Absence limit:**
 - (1) Students cannot miss more than **25%** of total class hours in a term. **Those who exceed the limit will be reported to the Immigration Agency.**
(45 hours for 12-week course; 38 hours for 10-week course)
 - (2) As a scholarship student, attendance every month is required and he/she has to satisfy the scholarship regulation. A scholarship student will lose one month of scholarship when he/she is absent for 12 hours (or more) in one single month.
 - (3) The CLD and teachers do not provide any proof except for the photocopy of absent request forms.
 - (4) Students should take full responsibility if their absence causes any trouble to their visa or ARC or scholarships.
4. Holidays: There is no class on national holidays, as it is announced by the Central Personnel Administration of Executive Yuan.
5. Classes Suspended:

The office will follow the instruction of the Taipei City Government or assess the influences on classes to decide whether the class will be suspended when there is a typhoon, an earthquake or other natural disasters or events that cannot be controlled.
6. Make-Up Class:

When there are classes suspended in the conditions mentioned above, classes will be made up by the way decided by the teacher and students. There are no make-up classes for the first suspended classes and those happening in the last 3 weeks of the semester. And the make-up classes are offered no more than twice.
7. The CLD 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.).
8. Students cannot work in Taiwan without a permit from the Workforce Development Agency, and they are qualified to apply for the permit after constant six-month studying here. The student will be disqualified for his/her VISA when he/she is apprehended working illegally.
9. Speak only Chinese in Language Center, no other languages.
10. Any speeches/behaviors containing discriminations of nationalities, genders, sexualities, cultures, religions, etc. are prohibited.

【Class Adjustment】

Period:

Starting from 2nd day of class, ending at 17:00 of the 5th day of class, for 4 days in total

- First day of class is not open for class adjustment/auditing in other classes, please stay in your original class.

Steps:

1. Get “Class Adjustment Form” from the office.
2. 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 (which shall subject to the class announcement posted in front of CLD office, NOT how many students really sitting in the classroom), and you can sit in one single class only for one hour.
3. 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 8, or you are not allowed to change into that class.
4. 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 CLD Office Room 222 by 17:00 of the deadline. No class-changing are permitted after the first week of the term.
- ※ Kind reminder: when you collect all the necessary signatures on the form, please submit it to the CLD office as soon as possible. Before your application is formally accepted by the CLD office, your seat in the new class is still available for others to sit in or even move in.
- ※ You can only change your class **once**. Once you submit the form back to the office, you cannot change again.

【Refund Policy】

I. Refund

1. Students who submit refund application after they make the payment and before the course starts are entitled to a 90% refund of the tuition.
2. Students who submit refund application before passing the first third of the course are entitled to a refund of 50% of the tuition.
3. There will be no refund after the first third of the course.
4. If the class is not open because there are fewer students enrolled than it is required or because of other reasons which has nothing to do with students, all the fees which are already paid will be refunded.
5. Except for the situation mentioned in point 4, there is no refund for the application fee.
6. Refund application shall be submitted by 17:00 of the deadline. Please submit the following application documents to the CLD office.

Refund application documents:

- a) application form
 - b) original receipt
 - c) original CLD student ID card
 - d) the photocopy of ID card/passport/ARC/ID number
 - e) 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)
7. The refund can be expected in 6 weeks after the application submission is accepted and confirmed by the CLD office (bank remittance handling fee might be charged, and the fee will be charged from the student).

II. Postponing Enrollment

Those who cannot continue the program can apply for a “postponement of enrollment”.

1. Application before the course starts: The enrollment and full tuition fee will be kept for the coming semester.
2. Application before passing the first third of the course: The enrollment and 2/3 of the tuition fee will be kept for the coming semester. And the applicants shall pay the rest of the tuition fee before the beginning of the coming semester.
3. No application for “postponement of enrollment” is accepted after passing the first third of the course.
4. A handling fee and the difference in tuition will be charged in case the tuition fee is raised. But there is no refund if the tuition fee is reduced.

5. **The enrollment can be postponed only once. Also, once you apply for the postponement, no more refund will be given (even if you still cannot attend the course).**

- ※Total class hours of 12-week course: 180 hours; 1/3 class hours: 60 hours (including national holidays);
Total class hours of 10-week course: 150 hours; 1/3 class hours: 50 hours (including national holidays).
- ※The regulation is in compliance with the 教育部「專科以上學校推廣教育實施辦法修正條文（100.01.11 教育部令）」。

【Next Season Registration】

1. Qualification of next season registration:

If the student has one of the following situation, we may reject his/her application for the coming season.

(If the student has paid for the coming season but then need to quit the class for this reason, he/she may apply for the refund according to the ***Refund Policy***.)

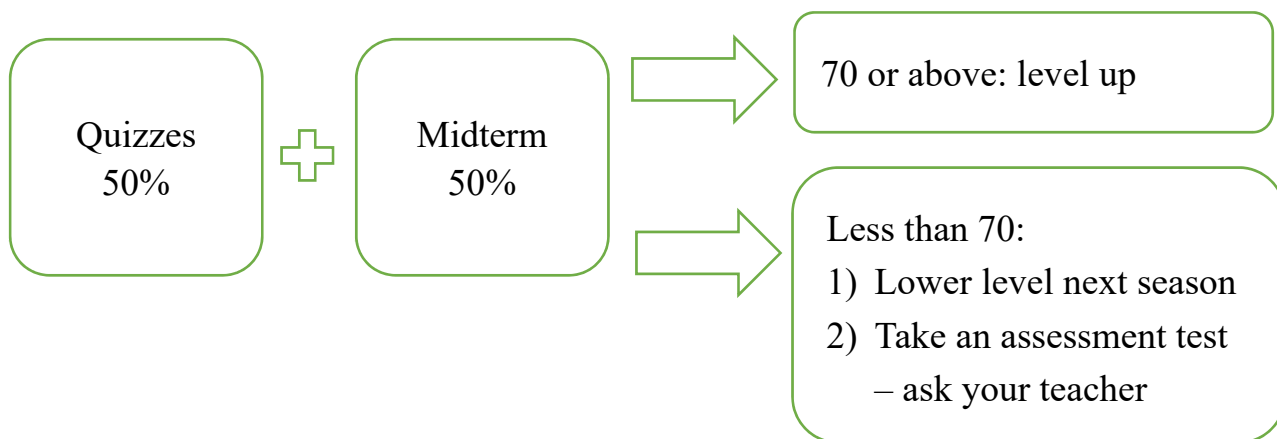
- 1) his/her final average grades lower than 70 points
- 2) his/her level is held back/lowered for continuous 2 seasons
- 3) his/her absence hours exceed the limit

2. Registration for next season:

Online registration is open around the middle of each season. Those who want to continue their studying in the coming season just need to complete online registration (<http://cld.liberal.ntu.edu.tw/cld.html>) and pay the full tuition fee.

【Level Assessment】

1. We will assess students' level in the 9th week of spring, summer and fall / 7th week of winter by the average grades of their current **quizzes (50%)** and **midterm exam (50%)**. For those whose average grades of these two items are less than 70 points, their teacher will notify them that their level will be lowered in the coming season.
2. We will decide their new level according to students' performance and new season's class arrangement.
3. If the student does not want to repeat his/her level again, please **tell his/her teacher** that he/she wants to take **an assessment test**, which will be given in the 11th week of spring, summer and fall / 9th week of winter. The CLD office will email him/her an official notification of the test a week before the test. **Whether the student can move on to next level will be decided by the result of this level assessment test, NOT by the final average grades of the season.**
4. For those who are held back to a lower level, if they want to change their classes during class adjustment week, they cannot move to a class which is more than 3 lessons higher than their original class.



【Expulsion Policy】

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

1. Commitment of assault and battery on the CLD faculty or students
2. Destruction of public property, occasioning grievous harm
3. Overt commitment of assault and battery, occasioning grievous harm
4. Violation of the safety on the campus or the proceeding of the course
5. Any conducts that violate the Criminal Code or are announced guilty by the Court or proved as truth by the school

Other conducts that are considered improper for continuing studying at CLD by the CLD administration chief meeting.

【Documents Application】

I. Enrollment Certificate and Attendance Record

1. **Online application:** <http://cld.liberal.ntu.edu.tw/cld.html>
(It takes 1 to 2 business days, please apply for it in advance.)
2. If you need English version, please mark it in the last blank "Note/Other".

II. Course Completion Certificate and Grade Report

1. **Application at the CLD Office:**
 - (1) Students need to apply for them at the CLD Office at the end of each season.
 - (2) The course completion certificate and grade report are issued 50 days after the course ends. If you need them sent to you, please pay a postage of NTD200. Once the documents are ready, we will mail them to you by registered airmail.
2. No certificate will be issued if the student has no grades of 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.
3. Student's name, studying period, and class hours will be presented in the certificate. Credits are not offered for this course.
4. Only grade report (no certificate) is issued to those who join the class halfway.

※ Final average grades will be evaluated by the following components

1. Attendance and Class Participation: 20%
2. Quizzes: 20%
3. Mid-term Exam: 20%
4. Final Exam: 20%
5. Homework: 20%

School Life

【CLD Facility】

Wifi – available at the Language Center

Instructions:

1. Wireless internet accesses: “CLD” or “CLD-5GHZ”—both will do.
2. ID: CLD student ID number
Code: Passport number (capitalization shall be exactly the same)
3. You will be logged out automatically when the wireless is kept unused for 30 minutes.

Regulations:

1. Do not use the internet in class.
2. Hacking other’s account is prohibited.
3. Illegally downloading, copying and any behaviors against the intellectual property rights are prohibited.
4. Any behaviors (such as spreading the computer virus) which may threaten the security of the network are prohibited.
5. The wireless account which causes internet overload and affects the internet speed will be logged out automatically and immediately.

The wireless account which breaks the rules mentioned above for 3 times will be locked for one month; for 6 times, the account will be cancelled directly.

【CLD Activity】

I. Season Activities

We have cultural activities every season and field trip every spring and fall. All the information will be announced on our website and facebook as well as emailed to all. Please keep yourself updated.

II. CLD Club

If you are looking for language exchanges, second-hand books or house/apartment/roommates, join the CLD Club!



【NTU Facility】

I. NTU Library

A week after the course starts, you may enter in the NTU library with our student ID card. To borrow books from it, please go to **the information counter on the first floor of the library** with CLD student ID card and your passport.

To borrow books, please follow the following rules:

1. Your library card can be used only by you; it can't be borrowed by others.
2. **You can borrow books during the following period: starting from 2nd week till the end of 10th week of the season (8th week of winter).**
3. You can borrow up to 10 books for the duration of 2 weeks; you can extend the duration for times with total duration of 60 days as maximum. A fine will be imposed for not returning books in time.
4. You are responsible for the loss or damages of the books you borrowed.
5. Other rules are in force according to the library policies.

II. Health Center

1. Office hours: From Monday to Friday (business days), 08:00~17:00

2. On-Site registration:

Morning 08:20~11:30 // Afternoon 13:20~16:30

Please bring your National Health Insurance (NHI) card and CLD student ID card for registration. When you complete the registration, please wait for your call for the clinic (in order of the number you get).

3. Fees:

For those with NHI and CLD ID card: registration fee NTD50, plus medication fee

For those without NHI: registration fee NTD100, plus medical treatment fee NTD300, and extra medication fee

4. Clinics: please check the schedule on website (<http://shmc.ntu.edu.tw/>)

Family medicine, ear nose throat, ophthalmology, dentistry, gynecology, dermatology.

Clinic hours: Morning 9:10~11:40 // Afternoon 14:10~16:40

III. NTU Sports Center

The new sports center is just a ten-minute walk from the language center. All CLD students can enjoy athletic facilities there. The facility hour is as follows:

Facility Hour	
Monday to Friday	06:00A.M. to 10:00P.M.
Saturday	09:00A.M. to 10:00P.M.
Sunday	09:00A.M. to 06:00P.M.

Gym is closed on the following days:

1. The fourth Monday of every month
2. National holidays (except for the Labor Day)
3. Days announced by the school administration center

1. Athletic facilities available for students in the sports center:

Indoor heated swimming pool // Outdoor swimming pool // Weight training room
Squash room // Badminton room // Room for table tennis

2. To apply for the usage card, please go to **the information counter at the basement floor** with following documents:

- A. application form (available at information counter of the gym)
- B. CLD Student Card and the photocopy of both sides of the card
- C. 2 pieces of your personal photo (1"x1")
- D. the fee (please refer to the gym for detailed information)
- E. Application time:

Monday to Friday – 08:00~21:30

Saturday – 09:00~21:30

Sunday –09:00~17:30

IV. Outdoor Swimming Pool

1. Summer: May 1st to October 31st

Day	Open hours
Mon.~Fri.	06:00~21:30
Sat.	06:00~13:30
Not open on Sundays and national holidays	

2. Winter: November 1st to April 30th

Day	Open hours
Mon.~Fri.	07:00~14:30
Not open on Saturdays, Sundays and national holidays	

3. Application procedures:

Summer: April 25th to October 9th

Winter: October 26th to March 31st

- A. Complete and sign the application.
- B. Include 2 un-hatted identification pictures (1" x 1") taken within one year of the application.
- C. Show your Student ID and pay your season's fee.

※ For details, please contact the information counter at the Outdoor Swimming Pool.

V. Bike License Application

The CLD students shall apply for a bike license, please ask CLD office for assistance.

Bikes without license will be towed away if it is parked on the campus.

【NTU Activities and Clubs】

I. NTU Azalea Festival

This is the top 1 event in NTU, which is held every March. There will be the exhibition of all the departments and clubs at the NTU. The festival information will be announced on the NTU website, you may also follow our facebook to keep yourself updated with it (we will share various kinds of activities on the campus and outside the campus on our facebook from time to time).

II. NTU Clubs

There are hundreds of clubs in the NTU (sports, arts, literature and languages, volunteer services, etc.). Our students are very welcome to join them. This is a good access to know better about our college life as well as to know Taiwanese people and cultures. At the same time, you may also keep your hobbies or learn new things from them.

Now, see what you might be interested in and feel free to contact the them directly to join them: https://osa_activity.ntu.edu.tw/en/club/index

【Cellphone】

To get a pre-paid or post-paid cellphone number, you need to be above 20 years old.

Please prepare the following documents to the phone service shops (such as Chunghwa Telecom, Taiwan Mobile, Far East Tone, etc.):

1. Passport—original copy
2. ID Number or ARC

* You may apply for ID Number with your passport at the Immigration Office

【Bank Account】

To open a bank account, you need to be above 20 years old.

Please prepare the following documents to banks (such as E. Sun Bank, Hua Nan Bank, Cathay United Bank, etc.):

1. ID number or ARC
2. Passport—original copy
3. Money (about NTD1,000)

* In Taiwan, banks are closed at 15:30.

If you are not yet 20 years old:

[Chuanghwa Post] on the campus would be your only choice.

In this case, aside from previous documents, you will also need your CLD student ID card.

- Post Office only accepts bank remittance in USD, EUR, RMB, and HKD.

Ex. If you want to transfer money from England to your post office account in Taiwan, you need to change it to the currencies mentioned above before transferring it to Taiwan.

Medical Information

【National Health Insurance (NHI)】

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

- 1** : Go to the Administration Division of your resident area for the insurance sheet with your ARC.
 - 2** : Go to the Bureau of National Health Insurance for the Insurance IC card with your ARC, insurance sheet and one photo (2 inches).
- Important reminder: Please **quit your National Health Insurance** at the Bureau of National Health Insurance or the Administration Division **before you leave Taiwan**.

【Hospitals】

If you need to see a doctor, please ask our office for related information and assistance.

【Mental Health Consultation】

Our division can arrange the mental health consultation for you. Please feel free to contact our office for related information and service.

重要資訊 Useful Information

警察局 (Police)	110	火警、救護車 (Fire, Ambulance)	119
英文查號 (English Directory)			106
國際臺 (Overseas Operator)			100
三軍總醫院-汀州院區 (Tri-Service General Hospital – TingZhou)			2365-9055
衛生保健及醫療中心 (Medical Center) http://shmc.osa.ntu.edu.tw/		3366-2155	

生活服務 (Information for Foreigners) http://www.immigration.gov.tw	0800-024-111
觀光局 (Tourism Bureau) http://www.taiwan.net.tw/	2349-1500
國際生命線臺灣總會 (Taiwan Lifeline International) http://www.life1995.org.tw/	1995
臺北市生命線協會 (Taipei Lifeline) http://www.lifeline.org.tw/	2505-9595
張老師基金會 (Teacher Chang Foundation) http://www.1980.org.tw/	2502-5858 ext.460