

# 注意事項 Center Rules and Regulations

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2024.04.22 修正

1. 請勿在華語教學中心大聲喧譁。  
Please do not make loud noises in the Chinese Language Teaching Center.
2. 請保持華語教學中心環境整潔。  
Please keep the environment of the CLC clean.
3. 學校內所有場所為禁煙區。  
No smoking on the campus.
4. 學生若無工作簽證，打工是違法的。  
It is illegal to work in Taiwan without a work permit.
5. 若須調班應於學期第二週結束前完成，但以不影響原班級為原則。調班以1次為限，若超過1次，酌收第一次行政作業費用新台幣500元整，超過二次則每次收費新台幣1,000元整。原班教師認定班級程度不符合學生學習需求而需換班者，不在此限。  
Two weeks after semester starts, you cannot change classes. Each student can only change the class for one time. If you change the class over one time, you will need to pay NTD500 for the administration fee each time. For the third time and above, the administration fee will be NTD1,000 each time. If the instructor considers that the class doesn't fit the student's learning requirements, the above rules are not applied in this situation.
6. 因程度不符而有換班需求時，必須經過原班老師同意，並取得點名表到辦公室申請，取得調班單後，再到新的班級試聽。  
If you need to change your class due to underperformance, your application needs to be approved by your instructor. Please bring the roll call list to the office and get the application for class change, then you may audit the new class.
7. 學生須依規定上課，遲到超過15分鐘以缺席計。不能上課者，嚴禁找人替代。缺曠課達四分之一者，不得領取結業證書（春或秋季班不可達60小時，夏季班不可達30小時），會影響簽證之延展。  
Students must attend class according to the schedule. If you are more than 15 minutes late, you will be considered absent. If there is any necessary absence, a leave slip must be handed in to the teacher or the office in advance or later. Those unable to attend class are strictly prohibited from finding a substitute. **For those who are absent for 1/4 of a semester (spring or fall is 60 hours, summer is 30 hours), you cannot get a certificate of study.** It would also affect the extension of your visa.
8. 學生在台灣須出席實體課，不得自行轉換為線上課程。實體課學生若自行離台，而未提前告知，恕不提供線上課。

Students must take in-person classes if you are in Taiwan. You are not able to decide to take online

classes by yourself. If students leave Taiwan without informing the office in advance, they are not able to take online classes.

9. 實體課學生除了確診 Covid-19，若有其他特殊原因需安排線上課程，請提早一週向教師或辦公室申請，且線上課程不得超過學期的一半（春或秋季班上限為 2 個月，夏季班上限為 1 個月）。

Besides taking leave due to Covid-19, if students of in-person class have other personal reasons, please apply to teachers or the office one week in advance for online courses, which are not over half of a semester (spring or fall is 2 months, summer is 1 month).

10. 除了華語課程，學生須參與文化課與各學季之期末活動。若未出席者，將視為缺席並採計該缺席時數。

Besides the Chinese language course, students are required to participate in cultural classes and end-of-term activities for each semester. Failure to attend will be considered as an absence, and the hours missed will be counted.

11. 請假補課規則：請假必須事前告知授課老師。私人班學生若因個人事假原因請假，將不予補課。病假部分，須依老師的行程安排補課。另外，團體班學生請假，一律不補。

12. The rules for making up lessons : For students in private classes, if you are absent for personal reasons or sickness, we cannot assure to make up classes for you. The makeup classes have to be confirmed by teacher based on teacher' s schedules. In addition, students in group classes cannot ask to make lessons up.

13. 學期結束提前離校者，不補課；若有特殊情形休學者，均依東海大學校規辦理退費。

Lessons cannot be made up if students leave school before the end of the semester. Any refund requests will be processed in accordance to relevant regulations of the university.

14. 學生於學期末時須完成各班教師之教學評鑑之填答。若出席率不達 1/4 者，不可填答問卷。

At the end of the semester, students are required to complete the teacher evaluation questionnaire provided by each class teacher. Students with an attendance rate below 1/4 are not eligible to fill out the questionnaire.

15. 所有相關參訪活動及學習課程，若有傳染病疫情、天災、地震或颱風，視狀況暫緩辦理。

The field trip or classes will be postponed if airborne Infectious Diseases spread or any nature disaster happens.

16. 依據教育部 2007 年 2 月 14 日頒布之法令，申請來台研習中文之外籍學生，自 2008 年 9 月 1 日起，每人每週上課至少 15 小時。

In accordance with the Ministry of Education's policy in effect as of February 14, 2007, from September 1, 2008 students are required to take a minimum of 15 hours per week of classes (equivalent to 15 credits as described above), in order to maintain their student visa status.

17. 若有特殊學習需求之學生 (如：讀寫困難、情緒障礙、注意力缺陷過動症、自閉症譜系障礙、躁鬱/憂鬱症等情況)，請於報名時註明以便本中心提供後續關懷與學習上之相關幫助。本中心以後續切結書之方式以徵求家長及學生的同意，把有關學生特殊教育需要告知行政人員及授課教師，以便其留意學生情況。若無於報名時特別註明有特殊學習需求者，開班後其所遇之情況與作出之行為，將由學生自行負責。 If students have special learning needs (such as dyslexia, emotional disorders, ADHD, autism spectrum disorders, bipolar/depression, etc.), please indicate at the time of registration so that our center can provide subsequent care and relevant assistance in learning. Our center will seek consent from parents and students through a subsequent disclaimer, informing administrative staff and instructors of the students' special educational needs for their attention. If there is no special mention of students with special learning needs at the time of registration, the students will be responsible for their own situation and behavior after the class begins.