

## 國立臺東大學華語文教學研究中心 NTTUCLTSC

### 中文課程注意事項 Chinese Course regulation

#### 1. 上課須知 Course notice

- (1) 上課時間：每節課 50 分鐘，兩節課之間有 10 分鐘的休息時間。  
Course Length：Each class lasts 50 minutes, with a 10-minute break between classes.
- (2) 遲到：學生上課遲到逾二十分鐘者，第一小時以缺課論，不列入出席時數。若老師遲到，則需負責補課。Lateness: Students who are late for class for more than 20 minutes will be counted as absence for the first hour and not counted as attendance. If the teacher is late, he will have to make up the lessons.
- (3) 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，除特殊狀況不另行補課。Holidays: CLTSC will be closed on national holidays according to the calendar published by the general office of human resources administration, executive yuan.
- (4) 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，本中心將依據臺東市政府指示停課，並不補課。Suspend of classes: in the event of typhoon, earthquake, or other natural disasters, air raid alarm and other events beyond human control, the center will suspend classes according to the instruction of the Taitung municipal government.
- (5) 在華語中心，請盡量使用華語。At the CLTSC, please use Mandarin as you as you can.

#### 2. 請假須知 Leave notice

- (1) 學生因事不能來上課，請提早向老師及華語中心請假。Students are requested to ask for leave from the teacher and the Chinese language center in advance.
- (2) 學生缺課(含請假)總時數不得超過全學期上課時數的 25%。The total number of absent hours (including leave) shall not exceed 25% of the total class hours of the semester.
- (3) 缺課時數超過規定者，不予頒發結業證書。Students who are absent from classes for more than the prescribed number of hours will not be issued a certificate of completion.

#### 3. 成績及結業需知 Grades and completion are required

- (1) 學期課程結束後，中心將頒發成績單及結業證書。但若缺少期末測驗或結業成績未達規定(總平均分數低於 70 分)、缺席總時數超過規定，則不予頒發結業證書。At the end of each course, the Centre will

issue a transcript and a certificate of completion. However, a Certificate of Completion will not be issued if the student does not have the final exam, does not have the final exam, does not have the required completion score (the overall average is less than 70 points), or does not have more than the required total hours of absence.

- (2) 教育部華語文獎學金受獎學生請自行注意學業成績及出缺勤時數是否影響獎學金發放資格(請參考教育部補助外國人士來臺短期研究或研習華語文要點)。Recipients of MOE Huayu Enrichment Scholarship should pay attention by yourself to whether their academic performance and the number of hours of absence from work affect their eligibility for suspension of the scholarship. (Please refer to Ministry of Education Short Term Research Reward and Huayu Enrichment Scholarship Guideline).
- (3) 結業證書上有學生姓名、修業期間及時數，但不授予學分。Certificate has student name, study period in time number, but do not grant credit.

#### 4. TOCFL 獎學金 TOCFL Scholarship required

- (1) 凡本中心外國學生於在學修習期間，參加 TOCFL 華語文能力測驗，成績達 Band A 等級者，經審核通過給予獎勵金新台幣 600 元；成績達 Band B 等級者，經審核通過給予獎勵金新台幣 800 元；成績達 Band C 等級者，經審核通過給予獎勵金新台幣 1000 元。  
CLTSC' s students during learning period who pass the TOCFL Chinese proficiency test level and get certificate during the study period will be given a reward of Band A : NT\$ 600, Band B : NT\$800, Band C: NT\$1,000 if they pass the examination.
- (2) 每位學生同一等級只能申請一次為限。Each student can apply for the same level only once.

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☐我已詳細閱讀完畢中文課程注意事項，並遵守以上規定。I have read Chinese course regulation and will abide by the above provisions.

立書人 Consenter :

學生： \_\_\_\_\_ 開課單位： 國立臺東大學  
華語文教學研究中心

中 華 民 國 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日