

113學年度敏實科技大學華語文中心 境外華語學生手冊

Chinese Language Center Student Handbook
2024 September - 2025 February Entry



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壹. 敏實科技大學華語文中心簡介 About Us

敏實科技大學之前身大華科技大學成立於1967年，於2019年改名為敏實科技大學，配合敏實集團國際化佈局緊密結合產學，專注A I人工智慧的小而美專業大學。於2024年設置華語文中心，期許能透過科技協助與文化體驗，協助本校國際學生及外籍人士奠定日後生活、就學、及就業的華語基礎，以發揚中華文化，促進國際交流。

Minth University of Science and Technology, formerly known as Dahua University of Science and Technology, was established in 1967. In 2019, it was renamed Minth University of Science and Technology to align with the internationalization strategy of the Minth Group, closely integrating industry and academia. It is a small yet specialized university focusing on AI (Artificial Intelligence). In 2024, the university established the Chinese Language Center, aiming to use technology and cultural experiences to help international students and foreigners build solid foundation in Chinese for future living, studying, and working in Taiwan. This initiative aims to promote Chinese culture and enhance international communication and mutual understanding.

優質的學習環境 Excellent Learning Enviroment

本中心位於敏實科技大學仁愛樓2樓，主要教室在仁愛樓2樓及定一樓二、三樓，提供高品質的數位設備及多功能教室教學使用，以提升教學品質與學生學習成效。

The Chinese Center is located in Room 4-3 on the 4th floor of the Dahua Building at Minth University of Science and Technology. The classrooms on the 2nd floor of Renai Building and the second and third floors of Ding1st Floor, are equipped with high-quality digital facilities and multifunctional classrooms for teaching purposes, aimed at enhancing teaching quality and student learning outcomes.

敏實科大華語文中心空間



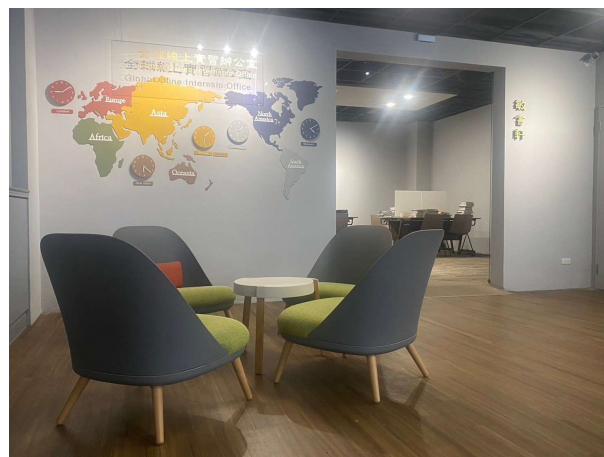
共用空間仁 25 翻轉教室



共用空間仁 24 智慧教室



共用空間圖書館獨立自學座



共用空間圖書館小型討論區

敏實科大華語文中心空間



專用空間一般教室仁 26



專用空間一般教室仁 27



專用空間圖資大樓文化講堂



專用空間定一樓二樓階梯語言教室

敏實科大華語文中心空間



專用空間定一樓三樓演講表演教室



專用空間定一樓三樓會議討論室

專業師資 Professional Instructors

本中心教師均領有教育部對外華語教學能力證照或具備華語文教學碩/博士學位教材符合各級程度學生的需求,並依學生的華語學習狀況精心設計多元課程與學習活專業華語課程及多元的文化體驗課程,強化學生聽、說、讀、寫等溝通技能,提升表達能力及認識在地文化。

All teachers at this center hold a certificate in Teaching Chinese as a Foreign Language issued by the Ministry of Education or possess a master's/doctoral degree in Chinese Language Teaching. The teaching materials cater to students of all proficiency levels and are meticulously designed based on students' Chinese learning status to provide diverse courses and learning activities. The professional Chinese courses and various cultural experience programs aim to strengthen students' listening, speaking, reading, and writing communication skills, enhance their expressive abilities, and deepen their understanding of local culture.

課程設計多元及客製化 Diverse and Customized Courses

本中心提供多樣的正規與短期課程,可依學員需求調整上課時數。除學習華語課程

外，本中心亦提供文化體驗活動，讓學生實際體驗在地文化之美。內容包含採茶、劃龍舟、包粽子、做花燈、台灣原住民文化等極具特色的文化體驗活動。同時搭配節慶教學，如中秋節吃月餅、剝柚子等活動，讓學生對中華文化有更深層面的瞭解。

We provide a wide variety of courses, including short-term (10 weeks, 30 hrs.) and regular (11 weeks, 165 hrs.) courses as well as summer intensive courses. Course hours can be adjusted based on student's requests.

Aside from language courses, we offer Chinese/Taiwanese cultural courses such as tea picking, dragon boat rowing, rice dumpling making, lantern making, Taiwan aboriginal culture and other unique cultural experience activities. Festive teachings are also incorporated, such as tasting moon cakes and peeling pomelos on Mid-Autumn/Moon Festival. Students will get a deeper understanding of Chinese/Taiwanese cultures and have a wonderful learning experience in Taiwan.

貳. 課程資訊 Course Information

一、課程簡介 Course Introduction

短期課程 Short-term Courses

(A) TOCFL 檢定輔導班 TOCFL Preparation Courses

- 為幫助外籍生順利通過「華語文能力測驗」檢定考試,本課程提供外籍學參加「華語文能力檢定測驗」之應試技巧及準備方向,以模擬測驗實作為主，課程著重在說明應試策略與答題技巧,幫助同學熟悉考試形式與題型,以順利通過「華語文能力檢定測驗」。

- **授課對象:**

1. 具有本校學籍之外籍學生。
2. 想報考「華語文能力測驗」檢定考試外籍人士。

- **Course Description:** This 30-hour course prepares foreign students for passing the Test of Chinese as a Foreign Language (TOCFL). Through taking mock tests, students will be familiar with the test format. Test-taking strategies and tips will be taught in this course.

- **Target Students:** International Students at Minth University of Science and Technology

(B) 華語基礎課程 Practical Chinese Courses

- 依學生程度排定課程，主要以入門級(A1)或基礎級(A2)內容為主，以培養學生日常生活溝通能力，透過對話及語法說明，提升學生字彙能力及聽說能力，使學生能理解與使用常用語詞之表達，可以用粗淺的詞語描述自身背景、與人溝通簡單、回答自己或他人有關個人的訊息。

- 授課對象:

1. 具有本校學籍之外籍學生。
2. 有興趣學習華語之外籍人士
3. 企業外籍員工。

- **Course Description:** This customized 30-hour course provides lessons and tasks based on the needs of the students.

- **Target Students:**

1. International students at Minth University of Science and Technology.
2. Foreigners interested in learning Chinese.
3. Foreign employees of enterprises.

二、長期課程:正規華語團體班 Regular Seasonal Programs

- 主要針對外籍人士來臺研習華語所規劃正規的華語學習課程,團體班學季制,全年分為四期,分別於三、六、九、十二月開課。

- 團體班皆採小班授課,每班人數 5~10 人。人數不足 5 人華語中心保留開班權利。確認課程開班後才會寄發入學通知單。

- 上課時數:每週上課 15 小時,共 1 共週 1 週 165 小時。

- 上課時間:每週一至週五 09:10-12:00。每堂課上課時間為 50 分鐘。國定假日不上課。

- 報名費:NT\$500

- 學費:NT\$28,000

注意事項:

1. 本課程分為初級、中級和高級三級,並細分為九個級別,學員入學報到後經由分級考試分班上課。

2. 書籍、教材依實際授課情形費用另計。

- 初級(一～二級):分為入門級(A1)與基礎級(A2)兩階段,包括發音、基本漢字教學。日常生活基本用語,包括自我介紹、談論家人、愛好、購物、食物點、時間等。該完成階段學習可培養學生日常生活溝通能力,課程圍繞生活周遭主題,使學生能理解與使用常用語詞之表達,可以用粗淺的詞語描述自身背景、與人溝通簡單、回答自己或他人有關個人的訊息。完成初級課程的學生可具備通過華測 Band A 基礎級(A2)之能力。

- 中級(三～六級):分為進階級(B1)與高階級(B2)兩階段,該完成階段學習可培養學生社交與工作場所溝通能力為主,使學生能看懂長句,分析與理解文章及言談的大意,能對自己的意見或計畫做出簡略的解釋,有獨立報告、發表觀點的能力。完成中級課程的學生可具備通過華測 Band B 高階級(B2)之能力。

- 高級(七～九級):分為流利級(C1)與精通級(C2)兩階段,該完成階段學習可以培養學生專業領域溝通能力為主,使學生能理解與討論各類題材的文章,如報章雜誌、文學作品、學術報導等,並且針對不同書面或口語來源做出大綱,提出自然流暢的表達。完成高級課程的學生可具備通過華測 Band C 精通級(C2)之能力。

- **授課對象:**

1. 外籍人士對於學習華語有興趣者。

2. 規劃來台就讀大學者。

3. 規劃來台工作或已在台工作者及規劃考取華語文能力測驗者。

- The regular seasonal programs are for people who are interested in learning Chinese and Chinese culture, people who plan for receiving higher education in Taiwan, people who plan to work in Taiwan, and people who plan to pass a certain level on the Test of Chinese as a Foreign Language (TOCFL). CLC offers regular seasonal programs of 11 weeks. An immersive learning environment helps students learn effectively. The 9-level course content develops listening, speaking, reading, and writing skills from beginner to advanced level.

- Class Size: 5-10 students for each class CLC offers classes when the number of applicants is 5 or higher. If not, CLC reserves the right to decide whether the classes are offered.

- Duration & Weekly Hours: 15 hours per week, which meets the minimum requirement of an FR visa. There are 11 weeks in each seasonal program. Classes meet from 09:10 to 12:00, Monday through Friday. There will be no classes on national holidays.

- Registration Fee: NT\$ 500

- Tuition: NT\$ 28,000 per person

Note:

1. Students have to take a placement test to be assigned to the appropriate class.
2. The textbooks and teaching materials are not included in the tuition.

三、正規課程目標 Course Objective

- 初級一:能理解並運用與個人生活相關的簡單字詞。

- Level 1: Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type.

- 初級二:與個人及日常生活有關的字詞、短語及短句,能運用簡單字詞與句子與他人交流。

- Level 2: Can understand sentences and frequently used expressions related to areas of most immediate relevance. Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.

- 中級三、四:能理解公共、學校及職場等周遭場域的簡短對話討論與指示。能以簡單完整的句子敘述經歷,與人進行對話及簡單討論。
- Levels 3 & 4: Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can describe experiences and conduct simple conversations and discussion in simple sentences.
- 中級五、六:面對周遭場域,能理解較長段落、熟悉主題的對話、演說、討論及視聽媒體的內容,能以連貫句群表達情感與觀點,進行討論與演說。
- evels 5 & 6: Can understand the main ideas of complex text, speeches, discussion and news on familiar topics. Can explain a viewpoint, conduct discussions, and deliver speeches with coherent sentences.
- 高級七、八:不論場域,能理解多樣主題篇章所表達的觀點。能以流暢的段落及有組織的篇章表達觀點、摘要、評論或創作。
- Levels 7 & 8: Can understand viewpoints from a wide range of topics. Can express ideas fluently and spontaneously without much obvious searching for expressions.
- 高級九:能理解複雜主題內容與專業領域的觀點。能精準表達觀點、評論及創作。
- Level 9: Can understand with ease virtually everything heard or read. Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

四、正規課程級別與對應之華測能力

Course Level and Corresponding CEFR and TOCFL Proficiency

階段	級別	學習目標	指標詞彙量	對應CEFR能力級別	對應TOCFL能力級別	教材
初級	一	能理解並運用與個人生活相關的簡單字詞句。	500	A1	Band A Level 1 入門級	當代中文 1： 0-10課
	二	能理解與個人日常生活有關的字詞、短語及句，能運用簡單字詞與句子與他人交流。	1000	A2	Band A Level 2 基礎級	當代中文1 ： 11-15課 / 當代中文 2： 1-5課
中級	三	能理解公共、學校及職場等場域的簡短敘述，對話與討論。	1800	B1	Band B Level 3 進階級	當代中文 2： 6-15課
	四	能以新聞、專欄的口語及書面語表達意見及簡報。	2500	B1	Band B Level 3 進階級	當代中文 3： 1-10課
	五	能理解不同主題的對話、演說、討論及視聽媒體的內容。	3700	B2	Band B Level 4 高階級	當代中文 3： 11-15課 當代中文 4： 1-5課
	六	能以邏輯的群組表達情感及觀點，並進行辯論與演說。	5000	B2	Band B Level 4 高階級	當代中文 4： 6-15課
高級	七	不論場域，能理解多樣主題篇章所表達的觀點。	6500	C1	Band C Level 5 流利級	當代中文 5： 1-10課
	八	能以流暢的段落及有組織的篇章表達想法、摘要、評論或創作。	8000	C1	Band C Level 5 流利級	當代中文 6： 1-10課
	九	能理解複雜主題內容與專業領域的觀點。能精準表達觀點、評論及創作。	8000	C2	Band C Level 6 精通級	報章雜誌、 現代文選

Intermediate	3	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can describe experiences and conduct simple conversations and discussion in simple sentences.	1800	B1	Band B Level 3	A Course in Contemporary Chinese 2 Units 6-15
	4	Can understand the main ideas of complex text, speeches, discussions, and news on familiar topics. Can explain a viewpoint, conduct discussions, and deliver speeches with coherent sentences.	2500	B1	Band B Level 3	A Course in Contemporary Chinese 3 Units 1-10
	5	Can understand the main ideas of complex text, speeches, discussions, and news on familiar topics. Can explain a viewpoint, conduct discussions, and deliver speeches with coherent sentences.	3700	B2	Band B Level 4	A Course in Contemporary Chinese 3 Units 11-15
	6	Can understand the main ideas of complex text, speeches, discussions, and news on familiar topics. Can explain a viewpoint, conduct discussions, and deliver speeches with coherent sentences.	5000	B2	Band B Level 4	A Course in Contemporary Chinese 4 Units 1-5
Advanced	7	Can understand viewpoints from a wide range of topics. Can express ideas fluently and spontaneously without much obvious searching for expressions.	6500	C1	Band C Level 5	Modern Chinese 4 Units 6-15
	8	Can understand with ease virtually everything heard or read. Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.	8000	C1	Band C Level 5	A Course in Contemporary Chinese 5 Units 1-10
	9	Can understand with ease virtually everything heard or read. Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.	8000+	C2	Band C Level 6	A Course in Contemporary Chinese 6 Units 1-10, News, magazines, and modern literature

Advanced	7	Can understand viewpoints from a wide range of topics. Can express ideas fluently and spontaneously without much obvious searching for expressions.	6500	C1	Band C Level 5	Modern Chinese 4 Units 7-16
	8	Can understand with ease virtually everything heard or read. Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.	8000	C1	Band C Level 5	A Course in Contemporary Chinese 5 Units 1-10
	9	Can understand with ease virtually everything heard or read. Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.	8000+	C2	Band C Level 6	A Course in Contemporary Chinese 6 Units 1-10, News, magazines, and modern literature

五、使用教材 Course Materials

- TOCFL 檢定輔導班：華語文聽力測驗，閱讀測驗模擬試題
- TOCFL Preparation Courses: TOCFL Mock Tests
- 華語基礎課程：時代華語 1、2
- Practical Chinese Courses: Modern Chinese 1 & 2
- 長期課程-華語正規班：
- Regular Seasonal Programs
 1. 時代華語 1-4 Modern Chinese Book 1-4
 2. 當代中文 5-6 A Course in Contemporary Chinese 5-6
 3. 華語文聽力測驗，閱讀測驗：TOCFL Listening & Reading Tests
 - ✧ 入門基礎級模擬試題（A1, A2）
 - ✧ TOCFL Mock Tests Band A Level 1-2
 - ✧ 進階高階級模擬試題（B1, B2）
 - ✧ TOCFL Mock Tests Band B Level 3-4
 - ✧ 流利精通級模擬試題（C1, C2）
 - ✧ TOCFL Mock Tests Band C Level 5-6

六、上課時程與收費標準

課程名稱	TOCFL 檢定輔導班
課程簡介	為幫助外籍生順利通過「華語文能力測驗」檢定考試，本課程提供外籍學生考「華語文能力檢定測驗」之基本技巧及準備方向，以模擬測驗情境為主，課程著重在明確閱讀策略與寫作技巧的培訓，幫助同學熟悉考試形式與題型，以期順利通過「華語文能力檢定測驗」。
課程對象	1. 具有效校學籍之外籍學生。 2. 規劃報考「華語文能力測驗」檢定考試之外籍人士。
班級人數	2位或多位一班
上課地點	本校華語中心
上課時數	一期十週，每週上一堂課，每次3小時，共30小時
上課費用	報名費：NT\$500/人 一對一個人班：NT\$15,000/人 二人小班：NT\$9,000/人 三人小班：NT\$7,200/人 四人(含以上)小班：NT\$5,500/人 書籍：教材依實際授課情形費用另計。

課程名稱	華語基礎課程
課程簡介	適學生程度排定課程，主要以入門級(A1)或基礎級(A2)內容為主，以培養學生日常生活溝通能力，透過對話及語法說明，提升學生字彙能力及聽說能力，使學生能理解與使用常用語詞之表達，可以用粗淺的詞語描述自身背景、與人溝通簡單、回答自己或他人有關個人的訊息。
課程對象	1. 具有效校學籍之外籍學生。 2. 有興趣學習華語之外籍人士。 3. 企業外籍員工。
班級人數	2位或多位一班
上課地點	本校華語中心
上課時數	每期十週，每週上一堂課，每次3小時，共30小時
上課費用	報名費：NT\$500/人 一對一個人班：NT\$15,000/人 二人小班：NT\$9,000/人 三人小班：NT\$7,200/人 四人(含)以上小班：NT\$5,500/人 書籍：教材依實際授課形式費用另計。
上課時間	週一至週五 09:00-17:00 (可依受課需求或另行安排)
備註	入門級(A1)建議學時為120-240小時 基礎級(A2)建議學時為240-360小時

項目	內容
課程名稱	華語正規課程
課程簡介	初級(一二級)：分為入門級(A1)與基礎級(A2)兩階段，包括餐飲、基本漢字教學、日常生活基本用語，包含自我介紹、購物、居住、職業、食物、地點等，讓學生在此階段能夠使用華語進行日常生活通話，加強聽說能力，提升表達與理解能力。學生能理解與使用簡單詞彙及句型，可用日常相關的場域進行溝通與對話，回答私人問題，提升表達及理解能力。完成此階段的學習可達到 Band A 級數(A2) 之能力。
	中級(三四五級)：分為進階級(B1)與高階級(B2)兩階段，教授完成此階段學習的學生在生活與工作場合能清楚而連貫地表達自己意見、進行專業交流。學生能理解與使用較複雜的詞彙及句型，提升說話的流利度。完成中級階段學習可達到 Band B 級數(B2) 之能力。
	高級(七八九級)：分為流利級(C1)與精通級(C2)兩階段，教授完成此階段學習的學生掌握高級華語表達能力。學生能流利和自信地使用華語與母語人士進行溝通，並可對任何話題進行深入討論。完成高級階段學習可達到 Band C 級數(C2) 之能力。
課程對象	外籍人士對於學習華語有興趣者、規劃來台就讀大學者、規劃來台工作者、已在台工作者及規劃考取華語文能力測驗者。
班級人數	3-10位
上課地點	本校華語中心
上課時數	練學系列：每學季授供每週3小時，每週15小時的華語授課，共150小時。
上課教材	1. 時代華語1-4
	2. 當代中文1-15
	3. 華語文聽力測驗、閱讀測驗：入門級模擬試題(A1, A2)、進階高階級模擬試題(B1, B2)、流利精通級模擬試題 C1, C2)。
上課費用	報名費：NT\$1,000/人
	1對1個人班：NT\$30,000/人
	3-9人小班：NT\$25,000/人
	保險費、書籍、教材：依實際授課情形費用另計。
備註	入門級(A1)建議學時為120-240小時
	基礎級(A2)建議學時為240-360小時
	進階級(B1)建議學時為360-480小時
	高階級(B2)建議學時為480-960小時
	流利級(C1)建議學時為960-1920小時
	精通級(C2)建議學時為1920小時以上

參. 申請資訊 Application

一，如何申請 How to Apply？

- 請備妥以下資料，並於開課前 2 個月內將以下資料寄至本中心。
- To apply for enrollment, please send the following to the Chinese Language Center

2 months before an intended class starts:

3. 入學申請表（將可自本中心網頁下載）

Application form (To be announced)

4. 護照影印本

A photocopy of your passport

5. 2 吋證件照片 3 張

3 2-inch ID photos

6. 讀書計畫表

Study plan

7. 財力證明（三個月內/US\$2,500）

Financial statement (within 3 months/US\$ 2,500)

二，申請表 Application form

敏實科技大學華語文中心

Chinese Language Center,

Mint University of Science and Technology

307304 新竹縣芎林鄉大華路 1 號

No. 1, Dahua Rd., Qionglin Township,

Hsinchu County 307304, Taiwan (R.O.C.)

TEL:+886-03-5927700 轉 2602

Email: clc@o365.mitust.edu.tw

貼上最近2
吋證件照1張

Place a recent
2-inch ID photo

華語文學生申請表

Chinese Language Program Application Form

請逐項電腦繕打輸出 Please type clearly

申請班別 Program (Please check the appropriate quarter.)	☐ 春季班 Spring Quarter ☐ 夏季班 Summer Quarter ☐ 秋季班 Fall Quarter ☐ 冬季班 Winter Quarter
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個人資料 Personal background

申請人姓名 Applicant's name	稱謂 Title	☐ 先生 Mr. ☐ 女士 Ms. ☐ 小姐 Miss	
		姓 Last name	名 First name

	中文姓名 Chinese name			
	英文姓名 English name	名 First name	中名 Middle name	姓 Last name
	※請依護照上姓名填寫 Please fill out full name as appeared in the passport.			
護照號碼 Passport No.		出生日期 Birthdate	mm/dd/yy	
性別 Gender	☐ 男 Male ☐ 女 Female	婚姻狀況 Marital status	☐ 單身 Single ☐ 已婚 Married	
國籍 Nationality		行動電話 Cellphone Number		
電子郵件 E-mail address				

通訊地址 Mailing address	郵遞區號 Postcode_____
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教育背景 Educational background

學校 School	學校名稱 Name	主修 Major	學位 Degree	就讀期間 Period (mm/yy)
高級中學 High school				_____/____
大學/學院 University/College			☐ 學士 Bachelor ☐ 副學士 Associate	_____/____
研究所 Graduate school			☐ 碩士 Master ☐ 博士 Ph.D. ☐ 其他 Other	_____/____

家人與在台聯絡人資訊 Information of family and contact person in Taiwan

父親或母親 資訊 Father or Mother's information	關係 Relationship	☐ 父親 Father ☐ 母親 Mother		
	姓名 Name	名 First name	中名 Middle name	姓 Last name
	電話/行動電話 TEL/Cellphone	1.		2.
	永久地址 Permanent address	郵遞區號 Postcode_____		
其他親人資訊 Other family's information	關係 Relationship	☐ 父親 Father ☐ 母親 Mother ☐ 其他 Other_____		
	姓名 Name	名 First name	中名 Middle name	姓 Last name
	電話/行動電話	1.		2.

	TEL/Cellphone			
	通訊地址 Permanent address	郵遞區號 Postcode _____		
在台聯絡人 資訊 Contact person in Taiwan	關係 Relationship			
	姓名 Name	名 First name	中名 Middle name	姓 Last name
	電話/行動電話 TEL/Cellphone	1.		2.
	通訊地址 Permanent address	郵遞區號 Postcode _____		

語文能力 Language ability

母語 Native language	☐ 中文 Chinese ☐ 英文 English ☐ 其他 Other
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學習中文或英文幾年 How many years have you formally study Chinese or English?		☐ 中文 Chinese _____ ☐ 英 文 English _____
語言證明 Language certificate	程度 Level/分數 Score	取得時間 Date taken (mm/yy)
☐ 託福 TOEFL IBT ☐ 託福 TOEFL PBT ☐ 雅思 IELTS ☐ 多益 TOEIC		_____/_____
☐ 華語文能力測驗 TOCFL		_____/_____
☐ 其他 Other _____		_____/_____

財力支援狀況 Financial support

☐ 個人儲蓄 Personal savings	☐ 親人提供 Family 關係 Relationship_____
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☐ 獎學金 Scholarship: 請註明 Please specify_____	☐ 其他來源 Other: _____
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工作經驗 Work experience

是否有工作的經驗？Do you have any work experience?			☐ 是 Yes ☐ 否 No
服務機關名稱 Name of the company	部門 Department	工作職稱 Title	工作期間 Period (mm/yy)
			_____/_____
			_____/_____

肆. 新生須知 Student Manual

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

請於新生說明會當天至仁愛樓2樓辦理報到。

Complete your registration at the Chinese Language Center on the 2nd floor of Renai Building) on the day of orientation.

1. 請備妥以下資料 Provide the following:

護照及證件照照片三張（已寄過照片者不需重複提交）

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。（本中心只接受新台幣現金），不接受外幣、刷卡及分期方式付款）

Purchase class materials and pay the tuition fee. (Only NTD cash is accepted)

✧ 申請入學許可證者須繳交另類處理費 NT\$300 元手續費

✧ Those applying for an enrollment certificate need to pay for an additional NT\$300 processing fee.

5. 開始上課 Start of Classes

※ 辦理報到手續時間：上午9:00-10:00；下午1:00-3:00

Office hours for registration: morning classes 9:00-10:00 AM; afternoon classes 1:00-2:00 PM

二、租屋資訊 House Renting Services

- 學校宿舍：4 人房一個月約台幣 2500 元整（不含水電費）
- 福爾摩沙租屋網 Formosa House: <http://www.formosa-house.com>
- 台灣租屋網 Citi House Chinatimes: <http://cti.twouses.com.tw>
- 591 租屋網 591.com: <https://www.591.com.tw>

三、簽證與居留 Visa and Residence

申請簽證步驟如下: Follow the steps below to apply for a visa:

1. 取得敏實科技大學華語文中心入學許可。

Apply for admission from Chinese Language Teaching Center at Minsh University of Science and Technology.

2. 收到本中心入學許可信後，先到線上填寫中華民國簽證線上申請表

（https://visawebapp.boca.gov.tw/BOCA_EVISA/）填寫完成後，列印出紙本申請表，表格必須要有條碼。然後，再前往最近的中華民國大使館或辦事處申請90天停留簽證。

After receiving CLTC admission letter, visit the ROC online visa application (https://visawebapp.boca.gov.tw/BOCA_EVISA/) to fill out an application form.

You must print the completed form with a barcode on it and bring the form to the nearest ROC embassy, consulate or representative agency to apply for a 90-day extendable Visitor Visa.

3. 申請時，請註明在敏實科技大學華語文中心研習中文，申請研習華語簽證（FR 簽證）

When applying, please note your visa as FR for studying Chinese at Minsh University of Science and Technology.

4. 申請簽證所需文件如下：

Required documents are as follows:

- (1) 華語文教學中心入學許可信正本及影本。

An original copy and a photocopy of CLC admission letter.

- (2) 線上填寫、列印的簽證申請表，貼上兩張六個月之內的兩吋證件照

Printed visa application form attached with two 2-inch color ID photos taken within the past 6 months.

- (3) 研習計畫書正本及影本。

An original copy and a photocopy of your study plan。

- (4) 最高學歷之畢業證書正本及影本

An original and a photocopy of your highest education diploma。

- (5) 最高學歷之成績單正本及影本。

An original and a photocopy of your highest education transcript

- (6) 健康檢查合格證明正本及影本

An original and a photocopy of health certificate

- (7) 三個月內財力證明正本及影本

An original copy and a photocopy of your financial statement taken within the last three months

- (8) 護照正本及影本（效期6個月以上且須有空白頁）

An original copy and a photocopy of your passport (validity for at least 6 months and with blank pages)

- (9) 其他視個案要求提供之檔

Documents demanded by visa officers if required.

來台研習中文之外籍人士一律持上列檔及簽證規費向其本國、永久居留地或所屬轄區之駐外館處（各駐外館處聯絡資訊可至www.taiwanembassy.org查詢）申請停留簽證入境

Foreigners who come to Taiwan to study Chinese must submit the documents and pay the processing fee at the nearest ROC embassy, consulate or representative agency to apply for a visitor visa. (Search for the nearest embassy at www.taiwanembassy.org).

- **60 天可延期之簽證 Visa valid for 60 days**

滿 45 天可到移民署申辦延期簽證：在本校連續就讀華語課程滿 4 個月且預繳三個月學費者可到外交部申辦居留簽證。

In 45 days, students can go to the Immigration Office for the Visa Extension Application. Those who have studied at our center consecutively for at least four months and prepaid the tuition for the next quarter can apply for the Resident Visa at the Ministry of Foreign Affairs.

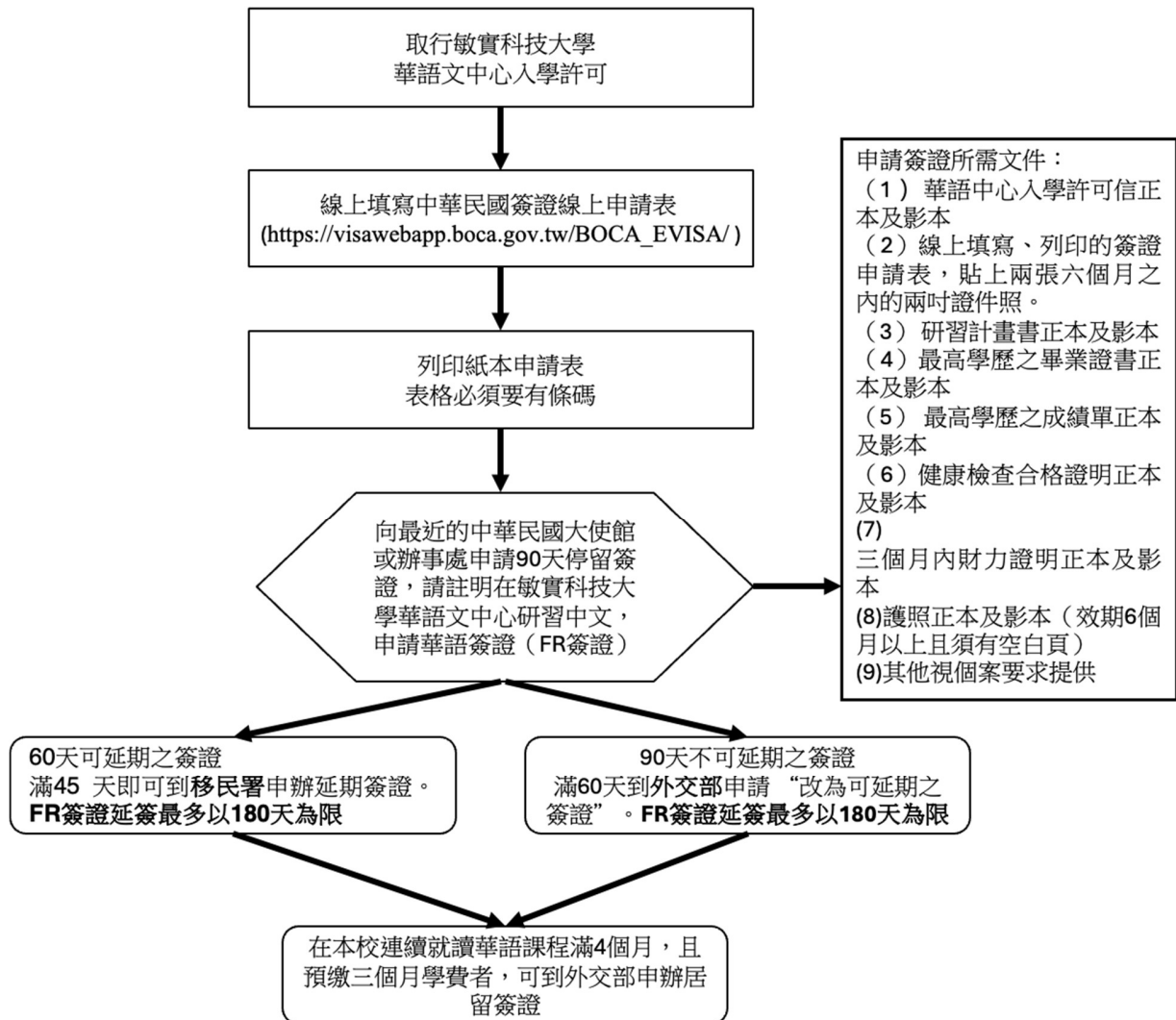
- **90 天不可延期之簽證 Visa valid for 90 days**

滿60天可到外交改為可延期簽證：在校就讀華語課程滿4個月，可到外交部申辦居留簽證。

After 60 days, students can go to the Ministry of Foreign Affairs for the Visa Extension Application. Those who have studied at our center consecutively for at least four months and prepaid the tuition for the next quarter can apply for the Resident Visa at the Ministry of Foreign Affairs.

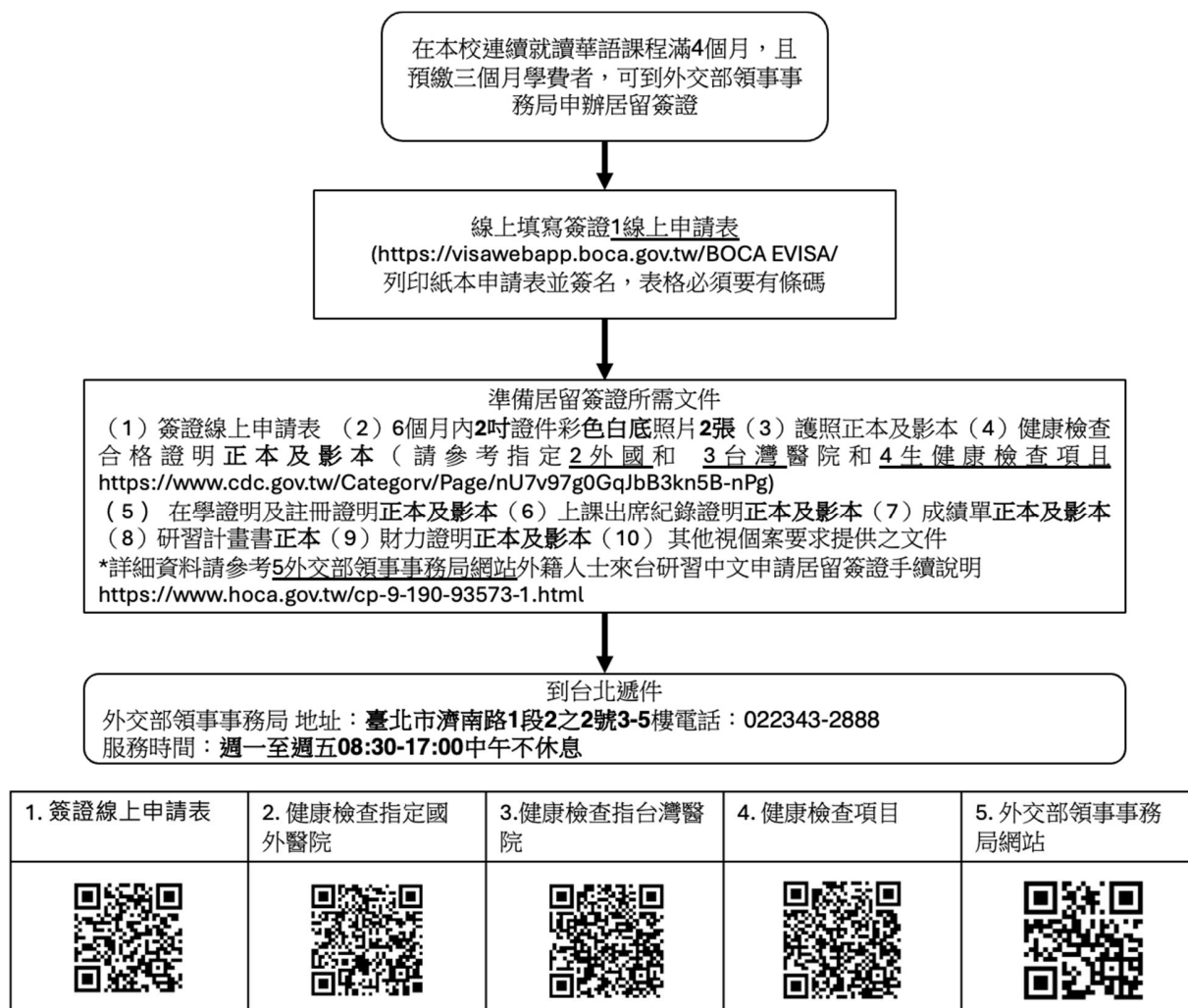
• 申請華語學習簽證流程圖 Flow Chart for Visa Application

敏實科技大學華語中心學生申請簽證流程圖



申請居留證流程圖 Flow Chart for Resident Visa Application

敏實科技大學華語中心學生申請居留簽證流程圖



• 研習中文簽證之工作限制 Regulations for Work Permit

持研習中文簽證學生須在台研習中文滿一年後才可以向勞動部申請工作許可證，若未依規定申請工作許可證，即受僱為他人工作者，係違反「就業服務法」第43條暨第68條第

1項規定，得處新臺幣3萬元以上，15萬元以下之罰鍰。

Students with a Chinese study visa can apply for a work permit only after studying here consecutively for a year. Anyone who is found working without a permit commits a violation of Article 43 and Article 68, Paragraph 1 of the Employment Service Act, and is subject to a fine of NT\$30,000 to NT\$150,000 and disqualification of his/her VISA status.

四、保險 Insurance

1. 醫療保險 Health Insurance

- 學生平安保險 CSU Student Insurance

All CSU students (excluding exchange students) should join the "Student Accident Insurance Policy". It is already included in the tuition and miscellaneous fee.

- 國際學生醫療保險（加入全民健康保險前所需）International Student Medical Insurance (before NHI)

Upon registration and enrollment, international students (including foreign students, overseas Chinese students, and Hong Kong and Macau students) should join the "International Student Medical Insurance" the first six months after arriving to Taiwan since they still can't join the National Health Insurance Policy of Taiwan yet.

- Fee: NTD 500/month;
- Payment Method: OIA will collect the fees for 6 months (NTD 3000) at the beginning of each period.
- Settlement of insurance claims:
 1. Insurance coverage: It is limited to medical activities in Taiwan. The insurance company won't be liable for the medical conditions and injuries acquired before the student is insured and special medical conditions listed by the insurance company.
 2. Maximum claim limit for outpatient with the same symptom is NTD 1,000 daily. Outpatient refers to patients who visit the doctor in clinics or hospitals but are not admitted.

3. Inpatient medical expenses insurance premium: When the insured is in the effective period of this contract (refers to the student who is insured after the effective date of this contract) and he/she is hospitalized for illness or injury, the company pays the "inpatient medical expenses insurance premium" according to the expenses incurred during the hospitalization period. The maximum amount of the insurance claim for hospitalization is limited to NTD 120,000.
4. When an international student participating in insurance is required to undergo outpatient treatment for an injury during the period of insurance, the application for claim settlement and related documents are as follows:
 - 4.1 When going to clinic or hospital, the medical expenses should be paid first by the students and is required to obtain a receipt and certificate of diagnosis with the signature of the attending physician for reimbursement.
 - 4.2 Fill-out the insurance claim application.
 - 4.3 Collect or prepare the following documents and submit it to the Office of International Affairs and we will assist you with the claiming process:
 - All medical receipts
 - Certificate of diagnosis (with signature of the attending physician)
 - Insurance claim application
 - Bank passbook

2. 全民健康保險 National Health Insurance (NHI) Card

- International students (including foreign students, overseas Chinese students, and Hong Kong and Macau students) are required to join the National Health Insurance Policy of Taiwan after staying in Taiwan for more than 6 months. □ They should visit the Office of International Affairs to request for National Health Insurance application. The student should stay in Taiwan for FULL 6 months, meaning they can't leave Taiwan for more than 30 days and the dates will be extended according to the days they are not in Taiwan. If the student left Taiwan for 30 days or more during his/her first 6 months stay in Taiwan, their application for NHI will be delayed for another six months.

- ✧ If the overseas Chinese student is staying in Taiwan because of their dependency to their parents, the parents can help apply for their NHI.
- ✧ NHI Fees: (starting from January, 2021)

Paid by	Overseas Chinese Student (Hongkong and Macau Students)		International Student
	*with low income family certificate	*without income family certificate	
The Student	NTD 413	NTD 826	NTD 826
Overseas Community Affairs Council	NTD 413	NTD 0	NTD 0
Ministry of Health and Welfare	NTD 500	NTD 500	NTD 500
How to pay	The bill of payment will be sent to the school every month. Please give the payment for one semester (6 months) to the school upon enrollment per semester. (OIA will collect the payment from the student for September to February on the second week of September and collect the payment for March to August on the first week of March)		

Note:

- Not applicable to students who joined NHI from other methods (e.g. parents).
- When the health insurance fee is adjusted, the amount on the table will also be adjusted.

Related websites:

- National Health Insurance Administration: <http://www.nhi.gov.tw/>
- Ministry of Education: <http://www.moe.gov.tw>

五、上課須知 Attendance Regulations

1. 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 long with a 10-minute break in between.

2. 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.

3. 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.

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，本中心將依據政府指示停課，並擇期公告補課

The office will follow the instruction of the Hsinchu 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 disaster or an air raid. And the CLTC will arrange a make-up class another day.

5. 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 Workforce Development Agency: <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.

6. 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 CLTC 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.).

六、請假 Leave of Absence

1. 學生過事無法出席上課，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. □

2. 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.

3. 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.

4. 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.

5. 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, ARC or scholarships.

七、成績單與結業證書 Grades & Course Completion Certificate

1. 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60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 has no grades of midterm or final exam, or the final average grades are lower than the standard (60 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.).

2. 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 NT\$200 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).

必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.

*插班生無結業証書，僅核發成績單。

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

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

1. 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.

2.

升級重修規定 Level Arrangement :

(1) 學生升級將依升級考試決定 (達60分則可升級, 反之必須重修)。

Level Arrangement (moving on to the next level or repeat the level is determined by the result of the level assessment test, the passing grade of which is 60 points.

(2) 學生成績將於每季第11週結算, 其平時考成績 (40%)、期中考成績 (30%) 及期末考成績 (30%) 加總平均後, 總分未達60分者, 教師將主動告知學生必須重修。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 11th week of each quarter with the average of their regular quizzes (40%), midterm exam (30%), and final exam (30%).

Anyone whose average grades are lower than 60% will be informed of repeating his/her level in the coming quarter. If the student does not want to be held back, he/she can take a level assessment test, which will be given in the 12th week. The CLTC 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.

3. 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; Just complete the registration process and pay the tuition fee by the deadline.

九, 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.

1. 毆打教職員、同學

Commitment of assault and battery on the CLC faculty or students

2. 破壞公物，情節嚴重。

Destruction of public property, causing serious damage.

3. 蓄意傷人，情節嚴重。

Commitment of assault and battery, resulting in serious harm

4. 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

5. 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.

6. 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.

十、退費 Refund Policy

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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中心辦公室辦理。

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

7. 申請退費所需文件

Refund application documents :

- (1) 退費申請書（現場填寫）

Application for (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/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 book (which shall clearly indicate the bank's branch's name and the account number)

8. 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).

伍. 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>

- 外國人在臺生活諮詢專區 Information for Foreigners in Taiwan

<https://www.immigration.gov.tw/5475/5478/6928/6940/>

- 內政部移民署 National Immigration Agency □

<http://www.immigration.gov.tw/mp.asp?mp=2>

- 探索臺灣 Discover Taiwan □

<http://eng.taiwan.net.tw/>

- 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/>

陸. 校園地圖



Campus Map