

上課須知 Attendance Regulations

一、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.

二、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。

Lateness :

Students who are late for twenty minutes or more need to ask for leave; otherwise it will be counted as absence. Teachers who are late have to make up the missed class time.

三、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。

Holidays :

There will be no classes on national holidays, which are announced by the Central Personnel Administration of Executive Yuan.

四、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，並擇期公告補課。

Class Suspension :

The Chinese Language Center will follow the instruction of Kaohsiung City Government Personnel Department to decide whether classes are suspended when there is an act of God or other events that are out of human control, such as a typhoon, an earthquake or an air raid. Arrangements will be made to make up the missed classes.

五、請假：

1. 學生遇事無法出席上課，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。
2. 學生缺課(含請假) 總時數不得超過整學期上課時數的 25%。(11 週課程總授課時數為 165 小時，缺課(含請假) 最高不得超過 42 小時)，領有獎學金之學生亦同。
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。
4. 缺課時數超過規定者，不發予結業證書。
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。

Leave of Absence

1. 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. Students cannot miss more than 25% of total class hours in a term (42 hours for 11-week courses with 165 hours). The rule also applies to scholarship students.
3. 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. The certificate will not be issued to students who don't meet the regulated attendance hours.
5. Students should take full responsibility if their absence causes any trouble to their visa, ARC, or scholarships.

六、其他規定：

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。

Other regulations：

According to the regulations of the Workforce Development Agency, Ministry of Labor, foreign students cannot work in Taiwan without a work permit. Students are qualified to apply for the permit after studying full-time for at least one year at the Chinese Language Center. Anyone who is found working illegally will be disqualified for his/her VISA status.

六、注意事項：學員之學籍如有任何變更〔如：未完成註冊、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〕。

Note：

The Chinese Language Center will notify the Ministry of Education, Ministry of Foreign Affairs, Immigration Office if there is any change in students' enrollment status such as incomplete registration and withdrawal from the program.

相關連結 Related Links:

[人事行政總處 Directorate-General of Personnel Administration, Executive Yuan](#)

[高雄市政府人事處 Kaohsiung City Government Personnel Department](#)

[政院人事行政總處 Workforce Development Agency, Ministry of Labor](#)