

慈濟大學語言教學中心

Center for Language Studies

Tzu Chi University

2010 年冬季班 2010 Winter Term

招生簡章 Application Information

一、教學宗旨 (Goals):

慈濟大學語言教學中心(以下稱為本中心)開辦季節班,期望透過華語文教學活動,養成學員聽、說、讀、寫能力,提昇學員中華文化之素養,培養學員大愛、感恩、尊重與關懷的慈濟人文精神。

Tzu Chi University Center for Language Studies (the Center) offers quarterly classes to develop students' ability in traditional Chinese listening, speaking, reading and writing. The Center promotes understanding of Chinese culture, and exposes students to Tzu Chi culture: great love, sense of gratitude, respect, and care for others.

二、招生對象 (Students):

本中心招收對學習華語文有興趣之海內、外華裔子弟,以及外籍人士。

Those interested in learning Chinese are encouraged to apply, including scholarship and overseas Chinese students.

三、上課時間、地點 (Course Period and Class Location):

(一) 冬季班開課時間為 2010 年 12 月 6 日星期一至 2011 年 2 月 18 日星期五;共計 11 週, 165 小時。

Winter term begins on Monday, December 6th, 2010 and ends on Friday, February 18th, 2011. This is an 11-week quarter with 165 hours of class time.

(二) 上課地點為慈濟大學人文社會學院語言教學中心。

Classes are held at the Tzu Chi College of Humanities and Social Sciences.

(Address: 67, Jieren Street, Hualien 97074, Taiwan. Telephone number: 886-3-8572677, ext 1681~1683)

四、課程內容 (Course Content):

(一) 華語文課程:教授正體字之聽、說、讀、寫。每週 15 小時。(依台灣教育部規定,持研習中文簽證者,每週至少研習 15 小時華語。)

Courses consist of 15 hours per week of Chinese language study including listening, speaking, reading and writing with traditional Chinese characters. (The Ministry of Education requires students with a Chinese Language Study Visa to attend class for a minimum of 15 hours per week.)

(二) 中國文化與慈濟人文課程 (Chinese cultural and Tzu Chi cultural courses)

1. 中國文化課程：書法、國畫、中國結、中國武術等。

Chinese cultural courses: Calligraphy, Chinese painting, Chinese knotting, Chinese martial arts and others.

(2010 年 12 月 (暫定) 書畫課)

(Chinese Calligraphy or Painting will be in December, 2010 (tentative))

2. 慈濟人文課程：茶道、花道、手語、靜思語教學等。

Tzu Chi cultural courses: Tea ceremony, Flower arranging, Sign language, Jing Si Aphorisms and others.

3. 志工體驗課程：醫院探訪、慈善義演、環保等。

Volunteer service: Hospital visit, Charity performance, Environmental protection class and others.

4. 戶外教學課程：花蓮文化之旅、太魯閣國家公園、靜思精舍巡禮等。

Field trip: Hualien cultural tour, Taroko National Park tour, a pilgrimage to Jing Si Abode and others.

5. 其他中國節慶活動：歲末圍爐、新春團拜、端午節、中秋節等。

Other Chinese festival activities: Chinese New Year Eve, Chinese New Year, Dragon Boat Festival, Mid Autumn Festival and others.

(2011 年 1 月 (暫定) 外籍人士說故事比賽；2 月 (暫定) 歲末圍爐)

(Foreigner Story Telling Competition will be held in January, 2011 (tentative))

Chinese New Year Gathering activity will be in February, 2011 (tentative))

(三) 語言交換活動：與慈濟大學學生進行語言交換活動。

Language Exchange Program: exchange language with Tzu Chi University students.

五、開班班別 (Available Classes)：

- (一) 個人班：採一對一教學。學員以慈濟大學國際學生、交換學生、以及慈濟志業體同仁優先。因名額有限，請先向本中心詢問是否已額滿。

Individual class: one on one teaching. Priority is given to Tzu Chi University international students, exchange students, and Tzu Chi Foundation Staff. Since individual classes are limited, please check the class availability with the Center before enrolling.

- (二) 團體班：以學員華語程度分班，每班至少 3 人才開班。

Group class: classes consist of 3-5 or 6-8 students based on Chinese ability. A minimum of three students is needed to hold a class.

六、冬季班預定開班之團體班級 (依實際情況決定) Classes proposed for the Winter Term (depends on the actual situation)：

- (一) 零起點班 Totally beginning level (No experience with Chinese)

- (二) 初級班 Beginning level

(三) 中級班 Intermediate level

七、換班申請 (Class Transfer):

開學後若選擇換班，請於開課後一週內填寫換班申請單，並於 2010 年 12 月 10 日下午 17:30 前完成換班手續，逾期概不受理。申請換班以一次為限。

During the first week of the term, if you find the class level is not suitable for you, then you may transfer to another class. Please complete the transfer procedures before 17:30 on December 10th, 2010. Class transfers will not be accepted afterwards. Students can transfer once only.

八、報名與註冊程序 (Application & Registration Procedures):

(一) 新生 (New Students)

1. 報名手續 (Application procedures)

- (1) 本中心報名方式一律採線上報名，報名網址：

http://info.tcu.edu.tw/cltc/cltc_new/cltc_application.asp

The Center accepts on line applications, application website:

http://info.tcu.edu.tw/cltc/cltc_new/cltc_application.asp

- (2) 本中心收到「入學申請表」後，將聯絡學員提供護照影本（如學員已在台灣，請附簽證影本）、以及財力證明（至少 2500 美元）各一份。獎學金受獎生須另繳推薦信兩封。

After receiving the application form, the Center will contact the student to provide a photocopy of his/her passport and a photocopy of financial statement showing at least US\$2,500. If the student is already in Taiwan, please provide a photocopy of a valid visa. Scholarship award recipients must provide another two letters of recommendation.

- (3) 驗證文件後，本中心將聯絡學員來電至本中心接受分級測驗。電話是（886）3-8572677 轉 1683，找陳俊甫老師受測。

After verifying the documents, the Center will contact the student to have an oral placement exam with teacher Junfu Chen, the telephone number is (886) 3-8572677#1683.

- (4) 分級測驗後，本中心將郵寄「入學通知書」。

After the oral placement exam, the Center will mail an Admission Letter to the student.

- (5) 學員請憑「入學通知書」至中華民國駐外有關單位辦理註有慈濟大學語言教學中心「研習中文」簽證。

The student must take the Admission Letter along with the visa application form to the nearest Taiwan Embassy, Consulate or related Taipei Economic and Cultural Office to apply for the Chinese Language Study Visa, which should be specified for study at the Tzu Chi University, Center for Language Studies.

- (6) 學員請在來台之前，向本中心回報來台註冊時間。如需申請慈濟大學校內住宿者，請在來台註冊前提出申請。

Students should inform the Center of their registration date before coming to Taiwan. For those who apply for accommodation at the Tzu Chi College, please complete accommodation application prior to registration.

2. 註冊手續 (Registration procedures)

- (1) 學員請依註冊時間至本中心註冊，並繳交證件（入學通知書、護照影本、簽證影本、健康證明（含愛滋病檢驗報告）、財力證明、保險保單影本、二吋半身照片二張）。

Students must come to the Center for registration during the registration period.

Upon registration, please submit copies of the following: admission letter, passport, visa, medical checkup (including HIV test), financial statement, proof of insurance and two passport size photos

- (2) 註冊時請繳清以下費用：新生註冊費、學費、保險費（如需本中心保險者）、與住宿費（如申請校內住宿者）。所有費用須於註冊時一次繳清，本中心不接受分期付款。獎學金受獎生也須於註冊時繳清費用，教育部獎學金常有遲發現象，請獎學金受獎生自行準備第一季所需的費用，以免影響上課權益。

Upon registration, please pay the following fees: registration fee, tuition, insurance (for those who do not have any other insurance), and dormitory expenses (for those who apply for accommodation at the Tzu Chi College). All of these fees must be paid as a lump sum. The Center does not accept installments. Scholarship award recipients also must pay as a lump sum. As the Ministry of Education often delays payment, Scholarship award recipients should prepare their own funds for the first quarter to avoid any inconvenience.

- (3) 費用繳交僅限新台幣，付費方式可選擇付現金或現場刷卡（Visa Card, Master Card），現場刷卡需付額外刷卡費。

Payment for all fees is in New Taiwan Dollars (NT\$). Only cash and credit cards (Visa card, Master card) are accepted. If students pay by credit card, there is an additional credit card fee for using that service.

- (4) 註冊地點為慈濟大學人文社會學院語言教學中心 2D213 辦公室，地址是花蓮市介仁街 67 號，電話是（886）3-8572677 轉 1681~1683。

Registration takes place at the Center office 2D213. The address is: 67, Jieren Street, Hualien 97074, Taiwan.

- (5) 學員請於 2010 年 12 月 2 日（星期四）下午 17:30 前，完成註冊手續。

Students must complete the registration procedures before 17:30 Thursday December 2nd, 2010.

(二) 舊生 (Previous/current students)

1. 報名手續 (Application procedures)

- (1) 至本中心更新線上「入學申請表」資料。

Please go to the Center and fill out the 'renewal of the application' form.

- (2) 中心在審核前期學習狀況後（含成績、出席狀況、活動參與等），通知註冊。
The center will review each student's overall performance from the previous term (including: test scores, attendance, participation and so forth) and inform that student to complete registration.

2. 註冊手續 (Registration procedures)

- (1) 註冊時繳交更新的證件，如護照影本、簽證影本（含外僑居留證）、保險保單影本等。

Upon registration, students must submit copies of the following: passport, visa (including Alien Resident Card (ARC)), financial statement, and proof of insurance.

- (2) 註冊時請繳清以下費用：學費、保險費（如需本中心保險者）、與住宿費（如申請校內住宿者）。所有用費須於註冊時一次繳清，本中心不接受分期付款。獎學金受獎生也須於註冊時繳清費用。

Upon registration, please pay the following fees: tuition, insurance (for those who do not have any other insurance), and dormitory expenses (for those who apply for accommodation at the Tzu Chi College). All these fees must be paid as a lump sum. The Center does not accept installments. Scholarship award recipients also must pay as a lump sum.

- (3) 費用繳交僅限新台幣，付費方式可選擇付現金或現場刷卡（Visa Card, Master Card），現場刷卡需付額外刷卡費。

Payment for all fees is in New Taiwan Dollars (NT\$). Only cash and credit cards (Visa card, Master card) are accepted. If students pay by credit, there is an additional credit card fee for using that service.

- (4) 註冊地點：慈濟大學人文社會學院語言教學中心 2D213 辦公室

Registration location: the Center office 2D213.

- (5) 學員請於 2010 年 12 月 2 日（星期四）下午 17:30 前，完成註冊手續。

Students must complete the registration procedure before 17:30 Thursday December 2nd, 2010.

九、費用 (Fees):

- (一) 註冊費與保險費：新生註冊費新台幣 500 元，舊生免付。依教育部規定，所有來台研習學員都需要在來台之前購買在台灣承保的保險，本中心提供代購在台意外險之服務。
Registration and insurance fees: only new students have to pay the registration fee NT\$500. According to the Ministry of Education, all foreign students have to buy insurance before coming to Taiwan. The Center only provides service to aid students to buy accidental insurance.

(二) 學費 (Tuition):

1. 個人班學費為新台幣 66,000 元；團體班（3 至 5 人）為每人新台幣 33,000 元；團體班（6 人以上）為每人新台幣 29,700 元。

Tuition for individual classes is NT\$66,000. Tuition for a small group class with 3-5 students is NT\$33,000 per student. Tuition for a large group class with 6-8 students is NT\$29,700 per student.

2. 本中心團體班學費一律先按團體班（3 至 5 人）收費，每人應繳新台幣 33,000 元。換班後，若該班學員人數增至 6 人以上，本中心將進行退費。

Tuition for all group students is initially NT\$33,000. After the first week of classes, if enrollment in a group class increases over 5 students, the Center will make adjustments to the tuition, and refund the balance to the students during the semester.

3. 如因重大事故無法繼續上課者，得於開課後兩星期內（於 12 月 17 日星期五，下午 17:30 前），以書面方式申請退費。經主任核准後，退還學費三分之一，逾期則不予退費，但已繳之註冊費、保險費與住宿費概不退費。

If one can not continue to study due to a major accident, please fill out the refund application form and complete refund procedures before 17:30 on December 17th.

Refund applications will not be accepted afterwards. Upon approval, 1/3 of tuition will be refunded only. However NO registration fee, insurance fee or accommodation fee will be refunded.

4. 學員繳交費用後，若因本中心開班不成，已繳學費將無息退還，但已繳之註冊費、保險費、與住宿費概不退費。

If the Center cancels a class, tuition will be fully refunded without interest. However NO registration fee, insurance fee or accommodation fee will be refunded

5. 繳費前請先仔細閱讀招生簡章內相關規定，一旦繳費後，除上列第 3、第 4 點情況外，已繳之所有費用概不予退還、不可轉讓、亦不得延期。

Before registration, please read the Application Information carefully. After registration, excepting point 3 and point 4 above, there are **NO** refunds and the study time can **NOT** be transferred or carried over to the next term.

(三) 其他費用 (Other fees):

1. 學員住宿費用 3 個月為一期，每一期費用為新台幣 7,000 元，宿舍分配為四人一間，並共用一套衛浴設備。

The accommodation fee for a three month term is NT\$7,000. Four people share a room with one bathroom.

2. 學費不包括華語教材書籍費、文化課程活動材料費、以及申請、或延長簽證等其他費用。

Tuition does not include fees for books, learning materials, materials for cultural activities, applying for or extending visas etc.

(四) 其他說明 (Other information) :

1. 放假、及調課方式參考行政院人事行政局公告之國定例假日、學校所公告之行事曆，以及衡量國外重要節日放假狀況，予以實施。

The Center holidays and class adjustments follow government legal holidays, university holidays and important foreign holidays.

2. 學期期間如有自然災害（如颱風、地震、水災等）且行政院人事行政局公告不上班、不上課情況下；或不可抗拒之人文因素（如戰爭等）而經政府公告停課者，本中心將不須補課、亦無法退還學費。

During the school term, if there is a natural disaster (e.g. typhoon, earthquake, flood, etc.) or force majeure caused by the human factors (e.g. war, etc.) and the government cancels classes, there will be no makeup classes, and no refund for tuition.

十、簽證 (Visa) :

- (一) 如需「在學暨出勤證明書」，請在簽證到期日十五天前向中心提出申請，申請日及取件日為每週一、四。

If students want the 'Chinese language study certificate with attendance record', Please apply for the attendance record 15 days before your visa expires. The application day and pick up day are every Monday and Tuesday.

- (二) 本中心僅提供「在學暨出勤證明書」，本中心不代辦各項簽證，學員須親自辦理各項簽證事宜。查詢簽證事宜網址：<http://www.boca.gov.tw>

The Center only provides Chinese language study certificates with an attendance record. The Center does not offer visa application services. For anything related to visas, please check: <http://www.boca.gov.tw>.

- (三) 學員在辦完更新簽證手續後，請提供本中心更新後證件影本。

After the student has renewed the visa, please provide a photo copy of the updated visa to the Center.

- (四) 依外交部規定，學員如缺課（含曠課、請假）時數超過四分之一以上（含 41 小時）者，本中心將視情況取消在學資格。學員如被退學，所繳相關費用概不退還，亦不發給「在學暨出勤證明書」。

According to the Ministry of Foreign Affairs, if a student is absent from the class (including absence and leave) for over 1/4 (ie. 41 hours) of one term, the Center may cancel his/her qualification as a student. If the student's qualification has been canceled by the Center, NO tuition or other fees will be refunded and the Chinese language study certificate for renewing his/her visa will not be issued.

- (五) 中途退學、休學者，本中心將通知相關單位，以取消該生研習中文簽證。

If a student drops out from a class, the Center will inform the relevant department to cancel that student's Chinese Language Study Visa.

十一、結業 (Graduation):

結業前，本中心將進行學員回饋單調查；結業後，將發給華語修習時數證明、與成績單。

Student will be asked to complete an evaluation form at the end of the course. After finishing the course, the Center will issue a certificate stating the number of hours the student has studied and a transcript with student's performance, test scores, learning evaluation and suggestions.

十二、有關學校與中心設備 (Facilities at the College and the Center):

(一) 視聽教室 Audio-visual classroom

中心提供視聽教室，供學員學習華語使用。視聽教室開放時間為每週一至週五，上午 8:30 至 11:30；下午 14:00 至 17:00；中午 12:00-14:00 教室不對外開放，若需使用請至電腦教室。

The Center provides an audio-visual classroom for student use. It is open from 8:30 to 11:30 and from 14:00 to 17:00 during week days. This room is not open during the lunch break. If a student needs to use the computers, he/she can go to the computer lab.

(二) 人文社會學院體育館 College gymnasium

本校校區設有體育館，欲申請體育館使用證者，可向中心索取空白表格。每次使用期限為 2 月 1 日到 7 月 31 日或 8 月 1 日到隔年 1 月 31 日，費用為新台幣 500 元；或以單次繳交清潔費新台幣 30 元方式使用體育館設備。

The College has a gymnasium. If a student wants to apply for a user pass, he/she can ask for the application form at the Center office. The user pass is NT\$500 and the valid time is from February 1st to July 31st or August 1st to January 31st of the next year. Alternatively, students may use the school gymnasium by paying a single entrance fee of NT\$30 per visit.

(三) 人文社會學院餐廳 College Cafeteria

本校餐廳提供素食餐點，早餐新台幣 25 元、中餐、晚餐各新台幣 45 元，用餐時請出示學生證。為響應環保，請自備環保餐具。

The College cafeteria provides vegetarian meals: breakfast for NT\$25; lunch for NT\$45; dinner for NT\$45. Please show student I.D. card when dining there, also bring your own dining utensils.

(四) 其他 Others

中心辦公室不提供資料列印、影印、個人資料傳真等服務，辦公室設備、書籍亦不外借，如需影印、傳真資料請到校內圖書館或校外商店。

The Center office does not provide a copy, fax, or internet/computer services. The facilities and the books in the office are not for loan. If students need the mentioned services, he/she can go to the library, school bookstore or any 7-11 store.

若需要進一步資料，或有任何問題，歡迎聯絡本中心，中心上班時間為每週一至週五，上午 8:00 至 12:00；下午 13:30 至 17:30。

If you need further information or assistance, please contact the Center. The Center office hours are from 08:00 to 12:00, and from 13:30 to 17:30 (Taiwan Time) during Monday to Friday.

誠摯期待並歡迎您到慈濟大學來，成為語言教學中心的一份子！

Sincerely looking forward to welcoming you at Tzu Chi University and your becoming a part of the Center for Language Studies!