



香港中文大學

The Chinese University of Hong Kong

Yale-China Chinese Language Centre

雅禮中國語文研習所

半個世紀語言路  
五洲華夏文化緣

千禧十五年

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**Student Handbook for**  
Daytime Intensive  
Award-bearing  
Programmes

日間密集資歷課程  
學生手冊

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May 2020

二〇二〇年五月

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# I. Introduction 第一部份：簡介

## 1.1 The Centre (CUHK-CLC) 香港中文大學 雅禮中國語文研習所

Founded in 1963 under the joint auspices of New Asia College and the Yale-China Association, the New Asia—Yale-in-China Chinese Language Center (CLC) became part of the Chinese University of Hong Kong (CUHK) in 1974 and has been responsible for the Chinese language education of CUHK students (both local and international) ever since. In 2009, CLC became part of the Faculty of Arts under the new name “Yale-China Chinese Language Centre”.

CLC provides language training in Cantonese and Putonghua (Mandarin Chinese) to second/ foreign language learners and Chinese speakers. CUHK local and non-local undergraduates/ postgraduates and exchange students are served by the University Programme Section of the Centre, while other learners are served by the Continuing Education Section of the Centre. The main purposes for the CLC’s language courses are to enhance the Chinese language proficiency of students for communication in daily living and for professional purposes. In 2018-19, there were 1000 CUHK students and another thousand expats local and abroad studied CUHK-CLC courses.

新雅中國語文研習所在新亞書院及美國雅禮協會的共同支持下創辦於 1963 年，中大建校後研習所成為大學語言中心，於 1974 年開始為大學學生和國際學生開設華語二語課程（包括普通話和粵語），成為中大開展漢語教育、促進中西文化交流使命的一部分。2009 年歸屬文學院，並以新名稱「雅禮中國語文研習所」繼續為大學服務。

研習所提供廣東話及普通話(標準漢語)培訓給本地及中外學習者。中大本地及非本地本科生、研究生及交換生課程由本所的大學課程部提供，進修課程由本所的進修課程部提供。本所課程的宗旨為促進學生在日常生活及專業領域中的中國語言溝通能力。在 2015-16 年，本所有一千多名中大學生及一千名中外各行各業人士修讀本所課程。

### ***Programmes offered 提供課程***

#### **A. University Programmes 大學課程**

- Putonghua Courses for Local Students 本地生普通話課程
- Cantonese Courses for Mainland Chinese Students 內地生粵語課程
- Putonghua and Cantonese Courses for International Exchange Students 國際交換生普通話及粵語課程

#### **B. Courses for Public 公開課程**

- Putonghua/ Cantonese courses for non-native speakers (Chinese as a foreign/ second language, CFL) 外籍／外語人士普通話及粵語課程（對外漢語）
- Putonghua/ Cantonese courses for native Chinese speakers 華籍／華語人士 普通話及粵語課程

### B.1 Regular Intensive Daytime Award-bearing Programmes 常規日間密集資歷課程

Applicable to non-native speaking series. Certificate, Diploma and Advanced Diploma Programmes, together with credits carrying option for current university students from abroad are available. In general, class will be held 5 days a week and 3-4 hours per day at CU campus in Shatin. Student intake on every January, June, September. Eligible applicants will be sponsored student visa for their study. 只限外籍／外語人士課程 或暑期學院，含證書、文憑、高等文憑或 轉移學分課程。一般每週上課五天，每天日間三至四小時，沙田中大校園上課。逢一、六、九月入學，合資格人士可獲代辦學生簽證入學。

### \*B.2 Part-time Programmes and Online Courses 兼讀課程及網上課程

Opened to HK residents, the CLC's award-bearing part-time programmes are held on CUHK Shatin campus and conducted online subject to special need. Non-award-bearing short courses are held online and opened to HK and non-HK residents. Courses are divided into two streams namely for non-native speakers and native Chinese speakers. They are usually held at weekday evening or weekend daytime with a frequency to meet 1-2 times and a total of 2-6 hours per week. Student intake in every January, April, May, July, September and October. 研習所的兼讀資歷課程在中大的沙田校園內舉行，歡迎香港居民報讀，會按特殊需要進行網上教學。非資歷的短期課程對所有人士開放（包括非香港居民）。課程分非華語人士和華語人士兩大系列，在平日晚間或週末日間進行，每週上課一至兩天、二至六小時不等，逢一月、四月、五月、七月、九月及十月開課。

### B.3 Summer School 暑期漢語學院

Tailored for those overseas students who wish to study abroad in a Chinese environment during term breaks and to get university credits back to their home schools, these programs are usually in form of intensive daytime study of 4 and 6 weeks (3 to 6 credits), in which a student has sufficient time to build their Chinese proficiency and to explore the unique features of Hong Kong. 特為希望在學期休假時到海外漢語環境中學習，並取得自己學校認可學分的外國學生而設，同時開放予本地學生職人士。課程乃半日制一般為期四至六星期（三至六個學分），課程中學員會有足夠時間去熟習漢語，並探索香港的獨有特徵。

### Schedules 時間表

Regular Summer term 夏季學期(常規)	From early June to early August 六月至八月
S2	July to August 七月至八月
Pragmatic Internship (PRINCH) 語言文化實習課	1-2 weeks language and culture immersion programme. <ul style="list-style-type: none"><li>◆ In mainland China: May, Putonghua students only.</li><li>◆ In Hong Kong: Fall term (for Cantonese students)</li></ul> 一至兩週語言及文化沈浸活動。 國內項目： 每年五月，只限普通話學生參加。 香港項目：秋季學期，適合廣東話學生參加。

#### B.4 Other CUHK programmes with Chinese language electives 其他可選修漢語的中文大學課程

CUHK has various departments offer degree or credit-bearing programmes which allow Chinese language electives taught by our Centre. A summary of such programmes are listed below. 中文大學有多個部門提供可選修本所課程的學分/學位課程，簡介如下：

Name of programme 課程名稱	Offering unit 提供單位	Admission date 一般入學時間	Web site 網頁
International Summer School 國際暑期課程	Office of Academic Link 學術交流處	July and August 七月及八月	<a href="http://www.summer.cuhk.edu.hk">www.summer.cuhk.edu.hk</a>
International Undergraduate Programmes 國際生本科課程	Undergraduate admission 本科入學組	September 九月	<a href="http://www.cuhk.edu.hk/adm">www.cuhk.edu.hk/adm</a>
Chinese Studies/ Chinese Culture Undergraduate & Postgraduate Programmes 中國研究/ 中國文化學士及碩士課程	Centre for China Studies 中國研究中心	September 九月	<a href="http://www.cuhk.edu.hk/ccs">www.cuhk.edu.hk/ccs</a>
International Asian Studies Programmes 國際亞洲研究課程	Office of Academic Link 學術交流處	September and January 九月及一月	<a href="http://www.oal.cuhk.edu.hk">www.oal.cuhk.edu.hk</a>

#### 1.2 Opening Hours 辦公時間

General Office (Service counter) 辦公室及櫃台	Monday to Thursday: 8:45 am to 5:30 pm Friday: 8:45 am to 5:45 pm No lunch break for service counter except term break
Language Laboratory 語言實習室	星期一至星期四: 上午 8:45 至下午 5:30
Fong Yun Wah Hall (Study room) 方潤華堂 (自修室)	星期五: 上午 8:45 至下午 5:45 除大學期末休假期間，櫃台服務在午飯時間一律辦公

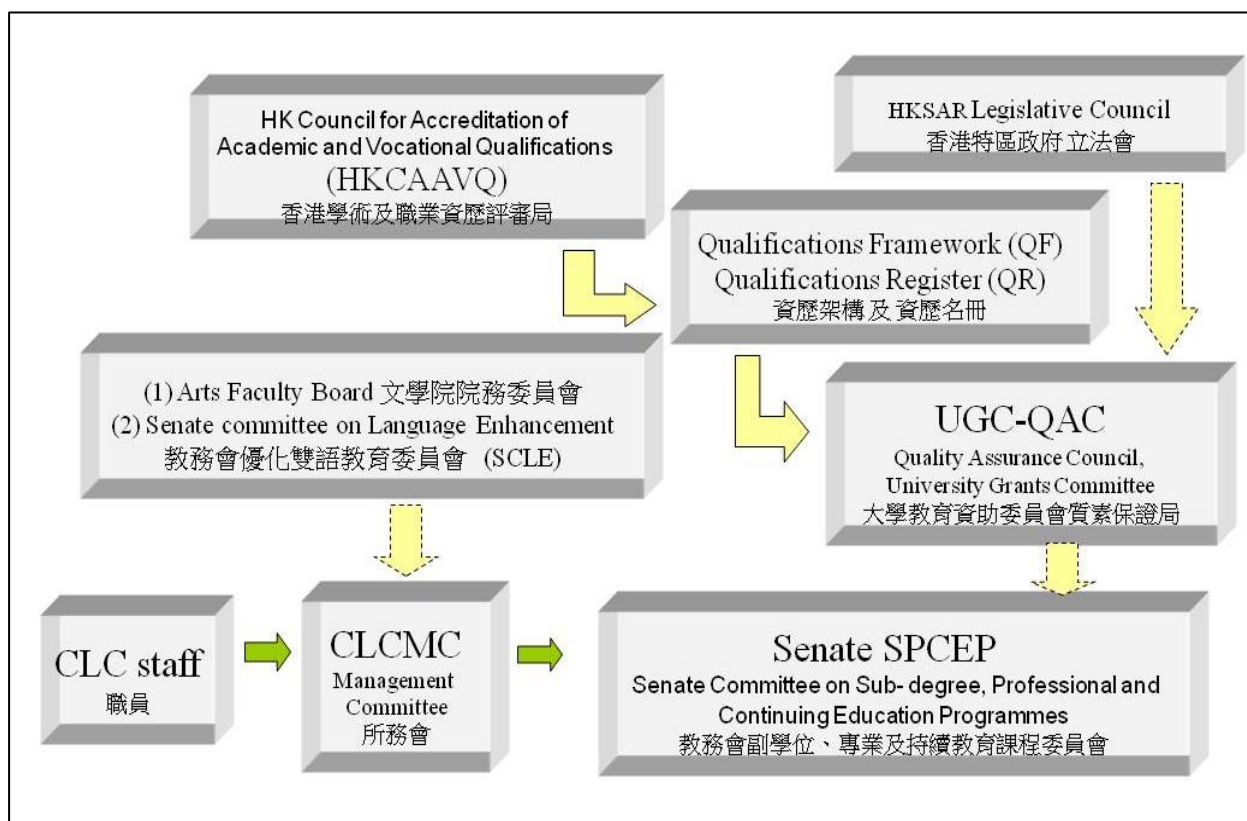
Office and classroom location map 辦事處及課室位置圖: [www.cuhk.edu.hk/clc/venue](http://www.cuhk.edu.hk/clc/venue)



### 1.3 Programme Structure 課程架構



### 1.4 Quality Assurance of Programmes 課程之品質檢定



Please refer to section VI for registration details on the quality assurance framework of individual programme. 關於個別課程的品質檢定登記詳情，請參第 VI 部份

## 1.5 The Chinese Language and Culture Hong Kong Fund 中國語言及文化香港基金

The Fund, set up in 2004, aims to promote Chinese language and culture among students all over the world. Since at least half of the programmes in the Centre are not funded by a public source, the fund is important to support the infrastructure and student activities enhancement, and facilitate the sustainable development of the Centre as part of the University. If you have a dream related to Chinese language and culture and CLC can help to actualize it, you are welcomed to give to the fund in form of private donation. Receipt for donation of HK\$100 or above is tax deductible in Hong Kong. 此基金在 2004 年成立，以向全球學生傳揚中國語言及文化為目標。由於研習所的課程最少有一半不是政府資助的，基金對所內基礎建設及學生活動的優化，以及對研習所作為中大一份子的延續發展十分重要。若您有一個與中國語言及文化有關的夢想，而研習所可助您實現那個夢想，歡迎以個人捐款支持基金，港幣一百元或以上的捐款在香港可獲稅項減免。

## \*II. General Regulations 第二部份：一般守則

### 2.1 Definition of Terms 用語定義

“Centre”, “CLC”, “CUHKCLC” refers to the Yale-China Chinese Language Centre, the Chinese University of Hong Kong 「本所」指香港中文大學雅禮中國語文研習所

“CUHK” refers to the Chinese University of Hong Kong 「中大」指香港中文大學

“HK” refer to Hong Kong 「香港」

“Term” refers to the school term in CUHKCLC, whether Spring, Summer or Fall. 「學期」指本所的春、夏及秋學期

“CAN” refers to Cantonese Division/ Programmes 「廣東話組」

“PTH” refers to Putonghua Division/ Programmes 「普通話組」

“DH” refers to Division Head 「組長」

“General Office” refers to CLC general office located at G/F, Fong Shu Chuen Building 「辦公室」、「辦事處」、「櫃檯」指位於方樹泉樓地下的本所辦事處

### 2.2 Admission Requirements 入學要求

- (1) Completed Hong Kong secondary five education or equivalent on or prior to 2011 or have completed Hong Kong secondary six education (university admission level) or equivalent on or after 2012. 於 2011 年或之前完成香港中學五年級或同等程度教育；或於 2012 年或之後完成香港中學六年級或同等大學入學程度的教育。
- (2) Non-Hong Kong resident is required by law to apply for student any study in Hong Kong. 非香港居民須符合入境處要求申請學生簽證方能入學；
- (3) For those who apply for non level 1 classes are required to take a placement test. 申請者若報讀非第一級課程須參加插班入學試。
- (4) Adolescents between 15 to 17 years old or above, as long as written consent is received from their parents or guardians and there is/ are guardian(s) in Hong Kong, are allowed to join the non-award bearing programmes offered by the Centre. 十五歲至十七歲的青少年，若有家長或監護人簽署同意書，並有監護人在香港居住，可參加本所的

課程。

- (5) It is desirable for applicants to possess functional ability in English to ease learning and living in Hong Kong. However, it is NOT an entry pre-requisite. 英語能力並非入學要求。若申請者能操基礎英語，將有利申請者在港的學習與生活。
- (6) Mid-term admission is only allowed subject to discretion of the division head based on student's level and availability of seat. Full tuition will still be charged in this case. 中期入學只限組長在考慮學生程度及名額後才獲批准，學生仍須付學費全費。
- (7) The Centre reserves the full right of student admission and requirement, including the right of refusing a student's application. 本所保留一切收生的準則及權利，有權拒絕學員的申請。

## \*2.3 Major Fees & Refund Policy 主要款項及退款條款

### 2.3.1 Major Fees 主要費用

#### 2.3.1.1 Application Fee 申請費

Application fees are not refundable. If a student, for any unforeseen reasons, cannot report to the Centre for the term he/she has been accepted, he/she may apply in writing for postponement of studies. Such an application should reach the CLC two weeks before the term begins and the postponement should not be for more than one year. A student may apply only once for postponement of studies.

按大學慣例報名費不能退還。已被錄取的學生如申請延期入學，必須書面提出並於開學前兩星期送達辦公室，延期不可超過一年，且只可申請一次。

#### 2.3.1.2 Deposit 按金

- A deposit of \$1,600 is charged on all applicants to secure a place in the class, to be paid upon application. Those who aim at pursuing higher academic awards, whether or not they will take breaks during semesters, should not withdraw the deposit. Otherwise, they will be treated as discontinuing the programme. The credits they earned before could not be accumulated for future higher awards. For details about award-bearing awards, please refer to item 6.4.2. 學生申請入學時需繳交 1,600 元按金留位。若學生有志進修達至更高程度，不論中途會否休學一至數個學季，應避免提取按金，否則當退學論，學生不能為日後獲取更高級別的資歷而累積學分。關於獲得資歷證書的資格詳參 6.4.2
- The deposit will be held as caution money while the student remains a bona fide student at the CLC, and will be refunded upon the termination of studies at CLC. 學生入學後按金將轉作保證金，可於學生退學時發還。
- Deposit will not be refunded upon several conditions, please refer section 2.3.2 on refund policy. 按金在 2.3.2 項所示的情況下將不獲發還。
- In addition section 2.3.2, if a student fails to return or damages any borrowed materials (books, tapes, etc.) upon leaving the Centre at the end of studies, deposit will not be refunded. 除 2.3.2 項所述外，學生若離校前未退還或損毀了借用的物件(如書本、錄音帶等)，按金將不獲退還。
- Unclaimed deposits will be remitted to the University's central account three years after a student leaves the Centre (to be calculated from the last day of the last semester

in which a student had been registered). 未退還之按金將於學生離校三年後匯入大學之中央戶口（由學生最後就讀之學期的最後一天起計算）

#### **2.3.1.3 Tuition 學費**

Tuition fees must be paid by new and incoming students on or before Registration Day. Continuing students should pay tuition fees on or before the date specified by the Centre unless prior permission for deferment has been obtained from the Director. Tuition payments are to be paid in full at the designated time and CLC does not accept partial payment. A student paying in arrears is subject to fines. (See section 2.3.2 for refund policy).

Students are required to pay tuition trimester by trimester. No prepayment for more than 1 school term is allowed.

新生在收到取錄通知書後應立即交費，最遲需在註冊日當天交學費。續讀生除非有特殊理由並得到所長批准可遲繳學費外，必須在指定日期或之前繳費。全學期的學費必須一次交清，本所不接受分期繳付。過期繳費將按 2.3.2 罰款。

學生按學期繳交學費，不接受預繳多個學期的學費。

## \*2.3.2 Refund Policy 退款守則

### Yale-China Chinese Language Centre (CUHK-CLC)

#### Refund Policy for Regular Programmes

##### General guidelines

1. The refund policies apply to ALL students (new and re-enrolling students) in the Regular Programmes.
2. **STRICTLY NO REFUND AFTER ADD/DROP PERIOD.**
3. Course(s) withdrawal: (1) It has to be justified by writing. A penalty as set below will be levied for dropping a course and/ or settle tuition fee late after the specified deadlines below. (2) One should aware of the visa consequence if it is sponsored by CUHK-CLC, in which it is only given to students who study 12 or more credits in a school term. (3) For students who have prepaid tuition fees, please refer to the signed student regulations and/ or tuition prepayment agreement. Penalty/ handling charge exists on ALL prepaid tuition upon course withdrawal.
4. Reminder to student visa holders: (1) Re-enrolling students seeking student visa sponsorship extension must settle the tuition fee of the next term first before the Centre can issue supporting document. Successful renewal of student visa normally takes 3 to 4 weeks and the HK Immigration requires students to renew visa in person at their office.

#### Notification Period and Refund

Refund/ penalty policy abbreviation: (a) = Refund 90% of the tuition fee. (b) = No. of dropped session(s) per week for the first week x a special rate of HKD150 per session (c) = HKD300 per 3 credits handling charge to be deducted from paid tuition fee.

School term / Date/ Policy	Distribute re- enrollment form	Deadline for returning re- enrollment form	Withdrawal deadline specified in the Re- enrollment Form	After the withdrawal deadline before term commencing date**	From term commencing date to add/ drop deadline	After last day for add/ drop
<b>Spring 2020</b>	Nov. 1, 2019	Nov. 8, 2019	January 6, 2020	January 7 – 19, 2020	January 20 – 1 February, 2020	From February 2, 2020
<b>Summer 2020</b>	March 30, 2020	April 6, 2020	May 20, 2020	May 21 – June 2, 2020	June 3 – 10, 2020	From June 11, 2020
<b>Fall 2020</b>	July 14, 2020	July 21, 2020	September 7, 2020	September 8 – 20, 2020	Sept 21 – 26, 2020	From September 27, 2020
<b>Application Fee</b> HKD400.						
In any case, no refund is permitted						
<b>Deposit</b> \$1,600	Not affected		Refundable provided that withdrawal written notice is received**	To be forfeited for (1) non visa-sponsored students withdrawing the whole course (2) students have not paid the tuition before the first day of the new term.		To be forfeited for students who have not paid the tuition
<b>Tuition Fee</b> CLC sponsored Visa status/Refund policy Students withdraw part of the courses Students withdraw the whole course	Visa sponsored	Visa NOT sponsored	Visa sponsored	Visa sponsored	Visa NOT sponsored	Absolutely no refund
	No penalty*		Policy (a)	Refund in full*	Policy (b)	
			Policy (a)		Policy (b) + (c)	

\*Not applicable to students who prepaid tuition fees for more than 1 school term, in which all the tuition paid will be refunded 90%.

\*\*\* New students who drop the whole programme after acceptance, the deposit paid will be forfeited.

(March 2020)



## 香港中文大學雅禮中國語文研習所 常規課程退款條款

### 一般指引

1. 本退款條款適用於常規課程的所有學生，包括新生及續讀生；
2. 加退選期後退款申請一律不獲接受。
3. 退學：(1)必須提交書面申請。於指定限期後退選科目或遞交學費的學生，需繳付罰款。(2)若學生的簽證是由香港中文大學擔保，學生在決定退選或退學前，要考慮簽證安排的後果。香港中文大學/雅禮中國語文研習所只會擔保每學期修讀十二或以上學分的學生。(3)預繳學費的學生請先參閱已簽署的學生守則或「預繳學費同意書」，一旦退學，須支付預繳之所有學費的一個百分比作手續費；
4. 學生簽證持有人注意事項：續讀生如需本所擔保延長其學生簽證，必須預繳下學期學費，研習所才能發出證明文件。入境處要求學生親自到辦事處辦理，一般需時三至四星期。

### 通知期及退款

退款/罰款條款代號：(甲) 退回所繳學費的百分之九十 (乙) 首周學費：退課節數 x 每節港幣一百五十元的特別比率

(丙) 每三個學分港幣三百元的手續費，在已付學費中扣除

期限/有關日期/條款	派發動向表(續讀申請表)	續讀申請表回收限期	續讀申請表上的退選限期	退選限期後至新學期開學日前**	由新學期開學日到加退選限期	加退選限期以後
<b>2020 春季學期</b>	2019年11月1日	2019年11月8日	2020年1月6日	2020年1月7日-19日	2020年1月20-2月1日	2020年2月2日起
<b>2020 夏季學期</b>	2020年3月30日	2020年4月6日	2020年5月20日	2020年5月21日-6月2日	2020年6月3-10日	2020年6月11日起
<b>2020 秋季學期</b>	2020年7月14日	2020年7月21日	2020年9月7日	2020年9月8-20日	2020年9月21-26日	2020年9月27日起
<b>報名費</b> 港幣四百元正						
<b>按金</b> 港幣一千六百元						
<b>學費</b>	不受影響		若指定日期前，提交書面的退課申請，可獲退款**	全額沒收如：(一)不需學生簽證或非本所担保簽證學生全額課程 (二)在新學期開學日前，仍未繳交學費的學生		
	拒保簽證	不用拒保簽證	拒保簽證	拒保簽證	拒保簽證	拒保簽證
本所担保簽證的狀況/退款條款	拒保簽證	不用拒保簽證	拒保簽證	拒保簽證	拒保簽證	拒保簽證
退選部分課程的學生	沒有罰款*		條款(甲)	條款(乙)	條款(乙)+(丙)	
退選全部課程的學生	沒有罰款*		全額退款**	沒收按金**	所有退選均不致退款	

\*不適用於預繳一個學期以上學費的學生，這情況下退還預繳學費的90%。

\*\* 新生在取錄後退學將被沒收按金。

## 2.4. Visa Arrangements 簽證安排

Only with prescribed immigration status can one study in Hong Kong legitimately. See 2.4.1. 只有指定入境身份才可在香港合法上課，詳見 2.4.1.

Many CLC students travel to mainland China, Macau, Taiwan and other Asian countries during term breaks. A brief guideline on visa requirement of these regions is shown in 2.4.2 onward. Please visit the immigration official website or visa office of the respective country for the most precise information. 研習所學生在休假時喜歡到中國內地及其他亞洲國家旅行，2.4.2 及之後的部份列出各地區簽證條件的指引，若要得到最詳盡的情報，請到各地入境處或簽證官方網站瀏覽資料。

### 2.4.1. Hong Kong Visa 香港簽證

#### 2.4.1.1. Introduction 引言

For the most updated and detailed information, please refer to the HK Immigration Department (IMMD) website. 若要得到最新及最詳盡的資料，請到香港入境處網頁。  
[www.immd.gov.hk/eng/services/index.html](http://www.immd.gov.hk/eng/services/index.html)

The following identity or Hong Kong visa holders are eligible to study CLC programmes: (1) HK Permanent ID Card, (2) HK Study Visa (only those sponsored by CUHK-CLC, or otherwise written permission is needed from IMMD and the original sponsoring school), (3) HK Employment Visa, (4) HK Working Holiday Visa, (5) HK Dependant Visa, (6) HK Training Visa (prior approval must be sought from trainer and IMMD)

以下身份或簽證持有人可合法在香港進修：(1) 香港永久居民身份證，(2) 香港留學簽證（只限本所贊助的簽證，否則必須有入境處及贊助原校的書面批准），(3) 香港就業簽證，(4) 香港工作假期簽證，(5) 受養人簽證，(6) 受訓簽證（必須事先徵得訓練單位及入境處同意）。

Restriction may apply to each nationality and visa type on programme type and duration of study. Please refer to IMMD website for the most precise information. 進修期限及課程種類受國籍及簽證類型限制，詳見入境處網頁。

HK tourist visa and HK visa exemption status are not allowed to study in HK. The public health care services in local rates are not applicable to these statuses. 香港旅遊簽證及免旅遊簽證身份不能在港進修，也不能以本地人價格享用香港公立醫療服務。

Student visa, once activated, is entitled to multiple entries into Hong Kong within the specified period. The normal student visa expiry date is 1 week after the final exam day of the paid school term for new students and re-enrolled students, and the day of make-up examination of a paid school term for students who change visa status or sponsoring school. 學生簽證生效後便可在指定期限多次出入香港。學生簽證一般到期日為已付費學期的期末考試後的一個星期（新生及續讀生）及已付費學期的補考天（轉簽證及轉院校擔保的人士）。

CLC will forbid a student to attend lesson even if it is fully paid, if the student has not got the required identity in due time. A student is required to submit copy of their legitimate status proof to the general office. 即使學生已付了學費，研習所將禁止不符合身份要求者上課。學生必須向辦公室提供許可身份證明。

CUHKCLC is not responsible for any tuition fee refund nor loss of a student as a result of late application, late payment, late visa application and late visa extension. 研習所不會因學生在辦理入學手續、付款、申請簽證或延長簽證上的延誤而承擔退學費或學生損失的責任。

Working visa holiday holder should pay attention to the fact that the study duration entitlement is different from nationality to nationality and not correspond to the visa expiry date. For more information, please check HK Immigration web site at: [www.immd.gov.hk/cht/hkvisas\\_holiday.htm](http://www.immd.gov.hk/cht/hkvisas_holiday.htm). 工作假期簽證持有人須留意研修課程許可期與簽證到期日並不一樣，研修時間長度也因國籍而不同，詳情請留意香港入境處網站。

Students should make sure that their HK visas are valid and have not expired when they return to Hong Kong after touring outside Hong Kong or from a return trip to their home countries. In that case, the students will be re-entering Hong Kong using visa-exempted tourist status instead of student status, and will not be allowed to resume the study in Hong Kong. The student has to activate the renewed study visa by leaving Hong Kong once again. THIS APPLIES TO TRIPS TO MACAU AND SHENZHEN AS WELL. 學生若要離開香港旅遊或回國時，必須注意香港簽證是否過期，否則香港入境事務處有權拒絕該名學生再度入境繼續學習。此情況亦適用於往澳門及深圳旅遊。

MTR student travel scheme is only applicable to eligible HKID and study visa holder. Please refer to 9.3.3 for more information. 港鐵公司學生乘車優惠計劃只適用於合資格的香港身份證及留學簽證持有人。詳見 9.3.3

“Relaxation of employment restriction for non-local students” and “Immigration arrangement for non-local graduates” are not applicable to language study students/ graduates. “Quality Migrant Admission Scheme” has quota and applicant’s language ability is only one of the many criteria in the successful application of the scheme. Visa applicants are advised to adjust their expectation based on the latest IMMD policy.

香港入境處「放寬非本地學生就業限制措施」及「非本地畢業生留港就業安排」不適用於漢語課程留學生。「優秀人才入境計劃」設配額，成功申請要考慮多項因素，語文能力只是其中一個條件。留學簽證申請者宜按最新入境處條例調節自己的期望。

#### 2.4.1.2 Study Visa Sponsored by CUHK 中大擔保之留學簽證

- CUHKCLC serves as study visa sponsor to the Immigration Department for “full-time students” only (those taking 12 units or above per week), with reference to the following table. A “full-time” student with serious absence and/ or discontinues his/her study will result in termination of visa sponsorship. The Centre will inform the HKSAR Immigration Department for action. 本所只為「全日制學生」（每週修讀十二節或以上者）按下表擔保留學簽證，嚴重缺席及退學的學生其留學簽證擔保



亦會終止。

程度/ 課程/ 本所擔保留學簽證之每季最低學分要求 Level/ Programmes/ Min. credits required for study visa sponsorship per semester	普通話 Putonghua	廣東話 Cantonese
第一級 Level 1	15 學分 credits	15 學分 credits
第二級 Level 2	15 學分 credits	15 學分 credits
第三級 Level 3	15 學分 credits	15 學分 credits
第四級或以上 Level 4 or above	12 學分 credits	12 學分 credits

- (applicable to CLC student visa holder) Any new students who are currently in Hong Kong and all continuing students are required by the HKSAR Immigration Department to process study visa application or study visa extension in person at the immigration office. Tourist status is not allowed to study in Hong Kong unless it is changed into student status by applying for a study visa, or to some other eligible visa status. (適用於本所擔保簽證的學生) 香港特區政府入境處要求申請入學前已在港的新生及所有續讀生，必須親自到入境處申請留學簽證或辦理簽證延期。除非為轉換成學生身份而去申請留學簽證，否則旅遊身份來港者一律禁止入學。
- The HK immigration laws stipulated that, holders of study visas should not take any employment, paid or unpaid. 根據香港入境條例，留學簽證持有人均不可做受薪或非受薪的工作。
- Students seeking visa sponsorship from CLC cannot opt for not-for-credit study mode and have to attend assessment during the study. The maximum length of sponsorship allowed per student is nine school terms. 需要學生簽證擔保的學生必須參加課程評核及不能選非學分修課模式，每位學生最多獲簽證擔保 9 個學期。
- Students who aim at Advanced Diploma Award (A.Dip) should plan carefully the schedule for taking the graduation examination. Once a student has received the highest award of the CLC language programme (viz. A.Dip), further study with student visa sponsored by the Centre being approved by the HK Immigration will become very difficult. 學生的修課目標如是高等文憑的話，請小心計劃考畢業試的時間。學生一旦取得本所課程最高的資歷（即高等文憑），要申請留學簽證繼續延修，這種情況獲入境處批准的機會很低。

#### 2.4.1.3. Study Visa Extension 留學簽證延期

- Continuing students, upon paying of tuition fee, should mention the request of study visa extension if they need one. The office staff cannot assume study visa extension because there are various types of visas in HK and change of visa type is observed in some students. Students who apply for study visa extension, required by the immigration policy, must be handled in person by the student at the HK immigration office. 若需要留學簽證延期的續讀生，必須在交學費時向辦公室提出。因為香港簽證種類繁多，也有中途轉簽證種類的學生，辦公室不能假設學生需要留學簽證延期。申請延期留學簽證者按入境處指示須親自到入境處辦理。
- Continuing students who procrastinate study visa extension application due to delayed tuition fee settlement will not be allowed to join the class even if school term starts. This action is taken in compliance with the HK immigration law. Students will not get any refund in such circumstances. 續讀生若因遲交學費，延誤了留學簽證之延期申請，即使已達開課時間，本所基於入境條例要求將不容許該學生上課，此情況下學生

也不會獲得退款。

- Students with visas sponsored by the Centre whose unexcused absences have accumulated to more than 30% of the total enrolled class hours shall be considered as having withdrawn from studies at the Centre. There will be no refund of any fees paid and said student shall receive an "F" grade for the course. 由本所擔保的學生缺席如累積超過該學期課數的 1/3 將被視作退學處理，任何已付的費用將不退還，而學生將獲 “F” 等級成績。

#### 2.4.1.4. The link between absence in class and study visa 缺席上課與學生留學簽證的關係

See section 2.6.2. 請參 2.6.2.

## 2.5 Student Conduct 學生操守

### 2.5.1. Attendance Check 檢查出席率

Teachers check attendance for each session in class. As stipulated by the board policy, attendance below 70% in each semester will not be eligible to CUHK-CLC awards. Serious absence will result in score adjustment and losing visa sponsorship by CUHKCLC, if any. 老師上每一節課時點名。按照本所章程規定，學員上課次數不得少於全學期課程之七成。出席次數不足之學員不論考試及格與否，將不獲發給任何證明。同時，缺席嚴重者將失去本所贊助之學生簽證。

### 2.5.2 Leave 請假

- A student who cannot attend classes because of medical or other reasons shall, prior to the absence, complete a Leave Application Form available at the front counter indicating the exact date(s) of his/her absence and return the completed form to the Class Coordinator or DH. If this is not possible, a student shall complete the Leave Application Form within two days after returning to school and return the completed form to the Class Coordinator/ DH. Otherwise, the leave shall be treated as unexcused. Serious absence will affect the student's grade and visa sponsorship, if any. 學生由於健康或其他理由未能上課應於缺席前或缺席後兩天內填寫請假申請表交給班導師或組長，否則作曠課論。嚴重缺席會影響學生的成績等級。
- A student who wishes to obtain a leave of absence for more than 9 sessions for non-medical reasons shall make request in writing to the DH beforehand, stating the reasons for which leave of absence is sought. 若非因健康理由，學生請假 9 節課以上須事先以書面向組長申請，並在信上說明理由。
- For sick leave of two days or more, CLC may require the student to submit a certificate signed by a registered medical practitioner. Under unusual circumstances, however, a special case may be considered on individual merit. 本所可要求請病假兩天或以上的學生提交醫生證明。個別特殊情況本所或另作考慮。
- Reminder will be issued to students (1) whose unexcused leave has exceeded 9 sessions. (2) Accumulated leave of absence exceeds 1/4 of the scheduled teaching sessions of a term. 本所在以下情況將發出備忘信予學生：(1) 在沒請假的情況下請假超過九節課 (2) 缺席超過當學期課數四分之一。

- Students with visas sponsored by CUHKCLC whose accumulated leave of absence (sick leave plus leave of non-medical) exceeds 1/4 of the scheduled teaching sessions of a term will be receiving a warning letter. 學生若其簽證是由本所擔保，同時其累積缺課（包括病假及事假）超過該學期課數的四分之一，將收到本所發出的警告信。
- When a student whose accumulated leave of absence exceeds 1/3 of the scheduled teaching sessions of a term will be required to withdraw from the Centre. His/ her student visa sponsorship, if any, will be forfeited. 由本所擔保學生簽證的學生如缺席（病假及事假）累積超過學期上課堂數的三分之一將被要求退學。

### 2.5.3 Discontinuation of Studies 強制退學

A student shall be required to discontinue his studies at the Centre if his grade point average in a term is below “1.0” (D) for two consecutive terms of attendance. 學生連續兩修業學期每學期平均積點均在 1.0 (D) 以下，須自本校退學。

The Director of CUHKCLC reserves the right to dismiss a student for academic or other reasons at any time during a term without refund of any fees paid. Clearly that this is an extreme action that is taken in cases of egregious conduct lapses or when students have seriously violated the CUHK’s conduct regulations. 對於嚴重違反中大守則的學生，本所所長保留開除該學生學籍之權利。

### 2.5.4 Smoking 吸煙

Healthy Campus no smoking indoor and outdoor. 健康校園室內室外禁止抽煙。

Under the Smoking (Public health) (Amendment) Ordinance (Cap. 371), the entire campus of The Chinese University of Hong Kong (including indoor and outdoor areas) has been designated as no smoking area with effect from January 1, 2007. The Chinese University of Hong Kong is committed to maintaining a smoke-free campus. Thank you for your cooperation. <2006 年吸煙(公眾衛生)(修訂)條例草案>已經在立法會通過成為法例，由二〇〇七年一月一日起生效。大學整個校園（包括室內及室外地方），除法例所指定的豁免區域外，由二〇〇七年一月一日起將嚴禁吸煙。香港中文大學致力維持無吸煙校園，敬請留意，並惠予合作。

Any person found smoking on campus may i) result in penalty under the law; ii) have his/ her rights and privileges in the use of part or all of the facilities concerned suspended for a specified period of time or removed completely; iii) be liable to disciplinary action by the University in accordance with the established procedures. 違規吸煙者將會(i) 按照有關法例被處罰；(ii) 被暫停或完全終止使用部份或全部有關設施的權利；(iii)依照大學規定的程序，接受紀律處分。

Home page of Tobacco Control Office, Department of Health, HKSAR 衛生署控煙辦公室網頁：[www.tco.gov.hk/cindex.html](http://www.tco.gov.hk/cindex.html)

### 2.5.5 Loss of Borrowed Material 遺失借用物資

Any loss on borrowed materials or tapes must be reported to the Centre's General Office immediately. A charge will be levied on any lost or unreturned material. 若從本所或中大圖書館借用影音教材或書籍，在遺失或無法歸還的情況下必須儘快通知本所，本所將

為損失向學生徵收費用。

#### **2.5.6 Unauthorized Use of Classroom Resources 未經許可使用課室資源**

Students are not allowed to use classroom resources without permission such as charging cell phone using the A/C supply in the classroom. 學生在未經老師同意下不可使用課室資源，如使用課室電源充電等。

#### **2.5.7 Photo Taking, Video and Sound Recording by Students 學生攝影、錄影及錄音**

Video and sound recording by students is prohibited in the classroom. Phototaking by students is only allowed with the consent of teacher and students. 嚴禁學生在課室中攝影、錄音及錄影，學生如欲在課室拍照應先得到老師及學生同意。

#### **2.5.8 Health Promotion & Protection 健康促進及防護**

Committee on Health Promotion and Protection has been established by CUHK to monitor and communicate any threatening infectious disease within the campus such as Human Swine Influenza. Students are reminded to observe good personal and environmental hygiene. More updates on website: [www.cuhk.edu.hk/health\\_promote\\_protect](http://www.cuhk.edu.hk/health_promote_protect). Also see section X. 中大成立了健康促進及防護工作小組，為校內提供最新流行性疾病及健康資訊，包括人類豬型流感的預防。學生請保持個人及環境衛生。最新資訊可瀏覽網頁：[www.cuhk.edu.hk/health\\_promote\\_protect](http://www.cuhk.edu.hk/health_promote_protect)。另請參第 X 部份。

#### **2.5.9 Personal Data Collection Statement 個人資料收集聲明**

The personal data provided on enrolment forms and used by CLC is only for purpose related to the processing of enrolment, student administration and teaching related research. Under the provision of the Personal Data (Privacy) Ordinance, applicants have right to request access to and make correction on their personal data. Applicant wishing to amend their personal data should submit written requests to CLC by using “Personal Data Amendment Notification” which can be downloaded from CLC web site [www.cuhk.edu.hk/clc/download](http://www.cuhk.edu.hk/clc/download) 申請人於報名表格所提供的個人資料，本所只會作處理報名、學生事務及教學研究用途。根據個人資料（私隱）條例，申請人有權查詢及更改其個人資料。申請人如欲更改其個人資料，須填妥「學員個人資料更改通知書」並交回本所，表格可於本所網頁下載。

#### **2.5.10 Valuables and Personal Belongings 個人貴重物品**

Students are reminded to take good care of their personal belongings. Do **NOT** take risk by leaving valuables such as wallets, cash, mobile phone or camera unattended in classrooms even for a short period of time. 學生請好好保管財物，提防盜竊。即使在小休的寥寥數分鐘，切勿冒險把個人財物如錢包、現金、手提電話或相機，留在沒有指定人士看管的課室內。

#### **2.5.11 Policy Against Sexual Harassment 防止性騷擾政策**

The University is committed to eliminating and preventing sexual harassment and will not condone any act of sexual harassment committed by its staff members or students. Sexual harassment is prohibited by law. 大學致力消除及防止性騷擾，絕不容許教職員或學生作出任何性騷擾行為。性騷擾是法律禁止的，有關中文大學防止性騷擾的政策及

程序，可瀏覽網頁。

Web link 網址：[www.cuhk.edu.hk/policy/harass](http://www.cuhk.edu.hk/policy/harass). Enquiry hotline:查詢熱線：3943 8716

#### **2.5.12 No unauthorized personnel in class 禁止非許可人士上課**

Any personnel who did not complete the application procedure; who did not fulfill immigration requirement; or did not settle the fee properly is not allowed to take part in any lesson held by CLC. Friends and relatives of students are not allowed to sit in the class unless they are properly registered. Pets are not allowed in class. 未完成入學程序、未符合入境留學條件及未完成付款的學生一律禁止上課。本所亦謝絕未完成入學程序的學生家屬或朋友參與課程。禁止攜帶寵物上課。

#### **2.5.13 Unauthorized material distribution and sale activity 未被授權分發材料及銷售活動**

Regardless of identity and class location, any distribution of unauthorized questionnaires, brochures, publicities etc has to seek prior approval in writing from the Centre. Students can only fill in the questionnaires on voluntary basis. For approved unofficial questionnaires and interviews, the Centre will post out notice allowing students to make contact directly to the individual or party concerned. The Centre does not allow attempt to wait or to approach students in the CLC premises for research and selling activities. 不論任何人士及上課地點，在研習所範圍向學生派發任何問卷或宣傳品都必須書面向本所申請。學生必須在自願的情況下做問卷。對於獲批准的問卷申請，本所只能安排張貼通告，由學生直接聯絡問卷負責人。所務會不容許在研習所範圍等候，主動接觸學生做研究或推銷。

#### **2.5.14 Student Disciplinary Action 學生紀律行動**

The Chinese University of Hong Kong has adopted a set of procedures for handling student disciplinary cases, as part of the process of helping and educating students who may have violated any rules/ regulations of the University or who may have committed any misconduct, so as to make them realize and correct any mistakes.

Disciplinary action may result in a penalty in any one or more of the following forms: (a) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the Centre/ University for a specified period of time; (b) suspension from the University for a specified period of time; (c) termination of student visa sponsorship. (d) termination of studies at the University; (e) any other form as the disciplinary committees (as the case may be) may deem fit.

香港中文大學確立程序，處理學生的紀律個案，作為協助和教育過程的一部份，使違犯大學任何規則／條例或犯事的學生瞭解及糾正錯誤。

處分可屬下列任何一種或多種形式：(1) 在指定期限內，停止享有部分或全部在研習所/中大的權益，及／或停止使用部分或全部學校設備；(2) 著令於指定期限內暫行休學；(3) 取消留學簽證擔保；(4) 開除學籍；(5) 紀律委員會(按情況而定)認為合適的任何其他形式。

### **III. Course and Lesson Arrangement 第三部份：課程安排**

Any new announcement will be made by your teacher, course coordinator or at CLC web

site. 新公佈將通過老師、課程統籌或本所網頁發放。

### 3.1 Weekly Class Schedules 每週上課時間表

(Daytime intensive award-bearing programmes only 只限日間密集課程)

In contrast to one instructor being responsible for one class, a rotational teaching system is used in the Regular daytime intensive programmes to expose students to different individual styles of standard speech from different teachers. Each level is assigned a Coordinator (a teacher) who keeps supervisory control and provides academic advice to students.

本所常規主日制課程採用輪教制度，讓學生接觸標準語的不同導師的表達方式。每級別都有一位統籌導師負責幫助學生解決學習上的問題。

Cantonese class schedule for the whole school term would be distributed during the first week of class or/ and orientation.

該學期的廣東話課表將在學期第一週課上或迎新時派發。

Putonghua weekly class schedules for the whole school term would be distributed during the first week of class or/ and orientation.

該學期的普通話課表將在學期第一週課上或迎新時派發。

### 3.2 Putonghua and Cantonese Programme Options 普通話及廣東話課程選擇

CUHKCLC does not recommend students to study both Putonghua and Cantonese Programme at the same time unless one dialect is at least 3 levels higher than the other. Otherwise, students will experience severe language interference in the learning. Putonghua students intended for level one to three must study the full programme (15 credits) in order to get admitted. Those who cannot afford the study can consider Centre's part-time programme. 本所不鼓勵學生同時修讀普通話及廣東話，除非其中一個方言比另一種程度高至少三級，否則學生在學習的過程將經歷嚴重的語言混淆。另一方面，第一至三級普通話常規課程只接受完整課程（十五學分）的申請，學生若未能修讀此學分數目請考慮本所的兼讀課程。

### 3.3 Morning class and afternoon class option 上午課及下午課選擇

Due to teacher and classroom availability, classes may be scheduled for morning or afternoon. If a class has both morning and afternoon options, Hong Kong residents who usually have family and work commitment are given higher priority to study morning class. Afternoon class is reserved to study visa holders whose purpose in Hong Kong is to study. Study visa holder students can apply for morning class if there is still quota left and allocation of quota by lots drawing. 因老師數目及課室的限制，課堂有機會在上午或下午舉行。如一個班有上午及下午的選擇，拿留學簽證的學生將安排讀下午班。上午班優先提供予有工作及家庭負擔的本地居民，報名先到先得。如上午班尚餘名額，將抽籤分配給申請上午班的留學簽證學生。

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### 3.4 Elementary, Intermediate & Advanced Levels 初級、中級及高級程度

Level 1 to 3 teaches students the fundamental skills of Chinese language and equip students

to achieve the basic communication functions using the learned language, namely describing, explaining (picture-based), providing directions, leaving messages, introduction in daily life, expressing thanks, explaining (word-based), illustrating, discussing and offering information. In other words, level 1 to 3 can be called the foundation stage of a language acquisition. This part takes around 600 hours. The more time and effort the students are willing to spend in building up a good foundation in these levels, the more beneficial to the students in their upcoming advanced level study in the Chinese Language. 第一至第三級教導漢語基礎，裝備學生進行基本的語言任務如下：描述、說明（圖片為本）、指路、留言、日常生活中的介紹、感謝、說明（文字為本）、解釋、討論及提供資訊。換句話說，第一至第三班是基礎班，大約需要六百小時。學生若願意多花功夫在此階段，對他／她將來的學習將有所裨益。

Any study above level 3, is called the “advanced level” in the Centre. The purpose of the lesson will focus on how to use the Chinese language appropriately and freely, and to expand to higher level language functions, such as complaining, analyzing, comparing and contrasting, expounding, narrating, suggesting, refusing, promoting, apologizing, criticizing and semi-formal introduction. An Advanced Diploma candidate should be able to complete some of the following advanced language tasks, such as expressing an opinion, speaking at meetings, expressing thanks in public, persuading, rebutting, congratulating, delivering a speech, defending, calling to action and formal introduction. Students are expected to take more initiatives to expose and immerse themselves to the language. They should not be passive and expect the teachers to feed them all the language knowledge. If a student’s foundation is not good enough, he/ she will encounter tremendous difficulty in their advanced level study.

第三班以上的研修在本所統稱「高等程度」或「高班」。課程目的集中在如何自由地、按處境合適地使用漢語，發展更高層次的語言技能如：投訴、分析、比較、闡釋、陳述、建議、拒絕、推銷、致歉、批評及半正式的介紹。對外漢語高等文憑準畢業生應可完成部份以下更高層次任務，包括：發表見解、會議發言、公開致謝、勸說、反駁、祝賀、演講、辯護、號召及正式介紹。學生應該多作主動讓自己沈浸在所學習的語言中，同時不要期望單靠老師便可獲得所有相關的語言知識。學生若基礎不佳，不應勉強升讀「高等程度」學科。

The proficiency growth is readily observed during level 1-3. Regarded as elementary/ intermediate level, students’ language acquisition relies heavily on the teaching. However, when students reach the advanced level, the proficiency growth hinges on one’s language aptitude and the number of hours in exposing to the targeted language. 語言能力的增長在第一班至第三班顯而易見，學生在初班至中班的學習主要倚靠老師的教導。不過，當到達高等程度，語言能力之增長關鍵在學生的天資及其本身有多少時間接觸該語言。

“Level 4” is regarded as advanced level in the Centre and any additional hours belong to this level. All the courses provided with a prefix “4” (e.g. CLCP/ CPTH4xxx) connotes advanced level courses. They are offered in a parallel mode in which students on their 1<sup>st</sup> term, 2<sup>nd</sup> term or 3<sup>rd</sup> term as an advanced student can choose freely. 在研習所，「第四班」屬高等程度，任何額外的學習都屬此級別。凡冠以字首“4”的課程編號（如 CLCP/ CPTH4xxx），皆表示該課程屬高等程度，該等課程同時推出供高等程度學生在其高等程度第一、第二及第三學期自由選擇。



Your corresponding division head will explain to you more if you will be promoting to the advanced level. 所屬組長將給予更多資訊予升讀高等程度科目的同學。

### 3.5 Course Add/ Drop 課程之加退選

Application for course add/ drop shall be made in writing (forms provided by the Centre) to the Division Head with validation from the general office before add/ drop deadline of a school term. The add/ drop period is normally the first 5 working days after term start. For the exact date, please refer to the school calendar: [www.cuhk.edu.hk/clc/clccalendar.pdf](http://www.cuhk.edu.hk/clc/clccalendar.pdf)

Dropping a course during add/ drop period will be subject to a handling charge. Strictly no add/ drop and refund request will be entertained after add/ drop deadline. Students whose visa is sponsored by the Centre should take heed that excessive drop of courses fail to comply with the “student” status as required by the HK Immigration, and will result in student visa sponsorship withdrawal. 學生若要加選或退選課程，必須在加退選期限內書面向組長提出，並由辦公室核對作實（本所提供表格）。加退選期通常是開學後首五個工作天，確實日期請參校曆，網址：[www.cuhk.edu.hk/clc/clccalendar.pdf](http://www.cuhk.edu.hk/clc/clccalendar.pdf)。在加退選週退選將徵收手續費，在加退選期後退選或要求退款將不獲考慮。由本所擔保簽證的學生，必須留意退選過多科目將不符合入境處要求的「學生」身份，將引致本所撤回簽證擔保。

### 3.6 Course Deferral Application 延期上課申請

Application for course deferral is only accepted during or before add/ drop period. Application of course deferral after add/ drop period is strictly not allowed. Handling charge similar to course withdrawal will be practiced with reference to the refund policy as shown in 2.3.2. In case a tuition fee is deferred to a term charging a different tuition rate, the excessive tuition fee will not be refunded. On the opposite case, student have to pay the tuition fee shortfall, if any. 申請延期上課只限在加退選期內或之前的時間，加退選期過後一律不接受上課延期之申請。申請延期如退學一樣含手續費，詳參 2.3.2. 退款守則。若學費延期至收取不同學費額的學期或班，餘下的差額將不獲退還。相反，若報讀學費額較高的班，學生要補償差額。



### 3.7 Programme Transfer 課程轉修

Most courses provided by the Centre are components of various award-bearing programmes. All students are required to indicate their intended programme on the application form upon admission. Students can refer to the website for programme requirement, course components and study path. If there is any change on the study plan which result in a change of programme different from the one indicated on the application form, the student should submit a programme transfer application form. Approval is subject to the evaluation of the teaching division head.

本所提供的大部份科目都是資歷課程的一部份，所有學生須在申請入學時在報名表上注明欲報讀的資歷課程。學生可到本所網頁瀏覽課程要求、科目組件及研修路徑。如學生想更改研修計劃而導致資歷課程與報名時的不一樣，學生須提交課程轉修申請表，由教學組長評估後批准。

### 3.8 Course Changes and Cancellation 課程更改及取消

CLC reserves the right to cancel a course if enrolment is insufficient, and to make alterations in light of operation reality in the instructor assignment, class location, class schedule and the content of the courses.

本所保留在報名人數不足時取消課程的權利，並按實際運作情況更改導師分配、上課時間、地點及課程內容。

### 3.9 Non-credit Grade Options 選擇非學分制

CLC students whose visas are not sponsored by the Centre can apply to take a course on a non-credit basis before the end of each term. Whether students exercising this option are allowed to advance to the next higher level is fully depending on the instructor's assessment. 不需本所擔保學生簽證的學生可於學期結束前申請非學分制。作此選擇的學生是否可繼續修讀更高程度的科目將取決於導師的評估。

### 3.10 Course retake 重修學科

Students who pass a subject and want to retake the subject is allowed based on the following condition: (1) study credit is only counted once and the best grade out of the school terms will be counted (except for advanced level courses which use different teaching materials for the same course). (2) If a student fails in a subject, only a one-time retake is allowed. (3) Only credits earned from the most recent 3 years will be counted toward the academic award. (4) If visa sponsorship is not needed and the student passed the course assessment, the number of times for course retake is not limited. (5) For student visa sponsored students, the maximum study length should not exceed 9 school terms.

學生在及格的情況下按以下原則容許重讀：(1) 只算一個學期的學分(成績比較好的一個學期)，除非是用不同教材的高班課。(2) 若不及格，最多重讀一次。(3) 拿證書只算最近三年內的學分。(4) 若無簽證問題及通過科目評核，重讀次數沒有限制。(5) 簽證擔保的學生最多唸九個學期。

### 3.11 Maximum study load 修課量上限

As long as there is no time conflict, students are given automatic consent to study as many as 21 credits per school term. For study across divisions/ languages, prior approval from the

head of each division is necessary. Study load exceeding 21 credits has to seek approval from the division head. 只要時間沒有衝突，校方自動容許學生每學期修課量不超過 21 學分。若是跨組修讀，必須獲兩組組長同意。修課量多過 21 學分須獲組長批准。

### 3.12 Student Mix 學生組合

CLC's Chinese as a foreign/ second language classes are usually composed of students from different countries, with a wide age range, of different cultures, languages, religions, occupations, education and family backgrounds. CLC as a teaching unit of CUHK always do our best to provide a harmonious learning atmosphere for all our students in such a diversity, which is not easy, but achievable if all students respect other's culture as our own. Students are encouraged to reach your teacher and the division head in case there is any feedback.

研習所的非華語人士中文課程的學生多來自不同的國家，年齡分佈較廣，文化、宗教、職業、教育及家庭背景都較多樣化。研習所身為中大的教學部門，盡力在這多樣性當中維繫一個和諧的學習環境給我們的學生，我們需要每一位學生配合，尊重別人的文化如己。學生如有問題，可先向老師或組長反映。

### 3.13 Course Questionnaires and End-of-term Planning Form 課程問卷及動向表

Students are free to express their views about the programme in form of questionnaires given twice in a school term, around mid-term and at the end of each school term respectively. These questionnaires will be analyzed and studied seriously as a mean of programme quality control.

每個學期學生會被邀請通過問卷自由表達意見，分別在中期及期末時發出，有助本所改善課程。

A end-of-term planning form (formerly known as re-enrolment form) will be given to students by the end of each school term. All students should fill in and return the form for (i) course re-enrolment for the next school term for continuing students or (ii) deposit refund and grade report pick up instruction for leaving students.

學生將在學期結束前獲發動向表，所有學生必須填寫，以便職員跟進 (i) 續讀學生下學期的科目註冊；(ii) 退學學生的按金退款及領取成績單的方法。

### 3.14 Selling of teaching materials 教材銷售

Major textbooks written by CLC teaching team used among university students and continuing education students have been formally published by Commercial Press Hong Kong. They are now available for sale at CLC counter and major bookstores in Hong Kong. For teaching materials which are still under review, not formally published and can only be used effectively with the guidance in class by trained teachers, they are restricted to enrolled students of the respective division only.

由本所教研團隊編制的大學課程教材及進修課程教材已由香港商務印出版社出版，在本所櫃台及香港主要書店發售。非正式出版的教材只有在受訓老師的指導下使用才能發揮最好的效果，只限屬於該組別的現生購買。

### 3.15 Teacher-on-duty 當值老師

Full-time teachers are assigned duty hours outside teaching to answer queries from students. Duty roster is posted on the bulletin board of your corresponding division. At most 15 minutes per student is allowed per appointment. This service is only available in the Shatin campus.

全職老師在教學以外安排當值時間，以解答學生的疑問。當值時間表已張貼在學生所屬組別的壁報版上，每位學生每次限十五分鐘面談時間。此服務只在沙田校園提供。

### 3.16 Class Audit 聽課安排

To ensure quality of teaching, the Centre conducts regular class audit by division heads, the director and other appointed personnel by CUHK. If your class has been chosen for the audit, please perform the way you used.

為確保教學水準，研習所定期安排組長、所長或中文大學指定人員聽課，若你的課被選中，請如常表現。

### 3.17 Trial lesson and Auditing Students 試讀及旁聽生

All courses in the Centre do not provide trial lesson(s) and will not take in auditing students. All course participants should be the designated teacher(s) and students.

本所課程不設試讀及旁聽，參與課堂者必須為指定的師生。

### 3.18 Audio-visual Recording and Use of Students' Work 影音攝錄及應用學生作業

CLC staff may, from time to time, take photos and conduct sound and video recording during class, activities and assessments. These materials may be used for several purposes such as the academic evaluation of a student's learning, programme evaluation, staff training, teaching-based research and publicity. A student's work within the programme which include but not limited to written assignment, test and exam, maybe used for the above purposes as well (student identity remains confidential). Students who do not agree with the arrangement please feel free to let us know in writing.

本所職員有時在課堂、活動及評估時拍照、錄音或錄像，材料有多種用途包括學生的學術評估、課程評估、教師培訓、教學研究及課程推廣。學生在課程中的書面作業、測驗或考試也有機會作以上用途(學生身份保密)，學生若不同意安排請書面通知本所。

## \*IV. Course Assessment 第四部份：課程評核

### 4.1 CUHK-CLC Grading System 評分標準

All assessments will be conducted during class hour. Criterion-referenced approach will be used in the grading. Unless otherwise specified, those who absent from the test will receive zero score for that particular test. Regarding make-up examination, please see section V for details. Assessment results of students would be used for teaching-related research.

所有考試於課堂時間進行，以常模參照評分。除特別指明外，任何一次測驗或考試缺席者均作零分論，關於補考事項，詳見第五部份。學生的評核成績有可能用於教學研究上。

Grade 等級	Standard 標準	Sub-divisions 等級細分	Score 分數	GPA Equivalence 相對 GPA
A	Excellent 優異	A	90.60-100	4.0
A-	Very Good 非常好	A-	79.60-90.59	3.7
B	Good 好（良）	B+	75.60-79.59	3.3
		B	71.60-75.59	3.0
		B-	67.60-71.59	2.7
C	Fair 常	C+	63.60-67.59	2.3
		C	59.60-63.59	2.0
		C-	55.60-59.59	1.7
D	Pass 可	D+	52.60-55.59	1.3
		D	49.60-52.59	1.0
F	Failure 劣（不合格）	F	0-49.59	0

### \*4.2 The Graduation Examination 畢業考試

Permission to attend the Advanced Diploma Graduation Examination will be given to the following candidates: (1) Putonghua students who studied a minimum of 45 credits from level 3 including China PRINCH. (2) Cantonese students who studied a minimum of 45 credits from level 3 including Hong Kong PRINCH and Chinese reading subject(s). The Centre will make invitation to the candidates in due time. The Graduation Examination format may include essay writing, interview, speech presentation and written tests. Students who failed in the graduation exam will be given a one-time make-up exam, which should be taken within two consecutive school terms immediately after the first take of the graduation exam. Diploma award will be given to those who are not able to pass the Graduation Exam. 要獲得應考高等文憑畢業考試的資格，普通話學生必須從最低第三班開始修讀包括中國 PRINCH 在內最少 45 個學分，廣東話學生必須從最低第三班開始修讀包括香港 PRINCH 及中文閱讀科目在內的 45 個學分。合資格的學生將獲得校方通知參加畢業考試。畢業考試內容可包括論文、面試、演說及筆試。未能通過畢業考試的學生可獲一次補考機會，必須於首次應考後兩個連續學期內補考，否則當放棄論，未能通過高等文憑畢業考試的學生將獲發文憑資歷證書。

About student visa impact to A.Dip candidates please see section 2.4.1.2 學生簽證與高等文憑學生的關係見 2.4.1.2 項。

About certificate issuing please refer to section 6.4.關於發出資歷證書，請參 6.4 項。

### 4.3 Grading System for Putonghua Division 普通話組評分制度

The grade of each course is calculated separately. For details, please refer to the course outlines distributed by the teachers during the first week of class.

每門課成績獨立計算，詳情請參閱學期第一周由老師派發的課程大綱。

#### Note

1. Student must pass the final examination in order to receive the result/ credit for the course. 學生須通過期末考試，方可得到該課程的成績及學分。
2. The grade of each course is calculated separately. 每一門課的成績獨立計算。
3. As a principle, unless with certificate signed by a registered medical practitioner, final marks will be lowered by 1% for absence of 1 hour, and a maximum of 10% can be deducted. 原則上，除非有醫生證明，缺席一節課扣期末總分 1%，上限為 10%。
4. Students are advised to tightly prepare for classes in accordance with the daily schedule and actively participate in all class exercises. One student getting out of pace from the group will affect the entire class progress. 學生在課前務必按照課表充分預習，上課時則要積極參與。學生的個人表現對整班的進度有明顯的影響。

### 4.4 Grading System for Cantonese Division 廣東話組評分制度

#### Final grades calculation 總成績計算方法

Most courses use the following assessment scheme. The grade of each course is calculated separately. For details, please refer to the “student study guidelines” distributed by the teachers. 大部份科目都採用以下辦法計算成績，每一個科目的成績獨立計算，詳情請參閱由老師派發的「學生學習指引」。

1.	In-class Participation 課堂參與	10%
2.	Attendance 出席	5%
3.	Assignments 功課	15%
4.	Quizzes 小測	15%
5.	Mid-term Exam 期中考試	25%
6.	Final exam 期末考試	30%

#### In-class Participation 課堂參與

Instructors formally assess student progress twice per term based on the following criteria.

每學期平時分根據以下原則而定。

Course Preparation 備課: The Centre employs rotation teaching system in some of the classes which allows flexible teaching schedules for different language functions. So, students are advised to tightly prepare for classes in accordance with the daily schedule. One student getting out of pace from the group will affect the entire class progress. Instructors evaluate student preparation by determining their grasp of vocabulary and structures, familiarity with lesson content, preparation of reading/writing exercises before class, etc. 本所部份課程採用輪教制，學生必須備課以配合課表進度。由於課堂注重互動，一人落後會影響全班。老師根據學生對生字句型

之掌握、課文內容之熟悉、讀寫或翻譯練習之課前預備而評分。

**Use of Language 語言運用:** This element in the assessment evaluates the functional use of the language, such as 'comprehension', 'situation', 'discussion', 'illustration description', 'speech', 'guided conversation', 'newspaper reading and discussion', etc. 此項評核根據學生在不同課堂的表現而定，例如：聽力理解、情境對話、討論、看圖描述、演講、讀報及討論等。

**General Performance 整體表現:** Students' overall approach to studies, include but not limited to active and regular participation in class; whether the student is positive towards programme goals will all be taken into consideration. 授課老師還會按學生在學習方面的積極參與、出席率及學習態度而作出考慮。

#### 4.5 Honesty in Academic Work 學術著作誠信

The Chinese University of Hong Kong places very high importance on honesty in academic work submitted by students, and adopts a policy of *zero tolerance* on academic dishonesty. While "academic dishonesty" is the overall name, there are several sub-categories such as plagiarism, undeclared multiple submission, cheating in tests and examinations and all other acts of academic dishonesty. Any related offence will lead to disciplinary action including termination of studies at the Centre.

香港中文大學對學生作業有嚴格的學術誠信要求，違反學術誠信的個案，一律以零容忍政策處理。「違反學術誠信」是一個統稱，包括類別有抄襲、未有聲明重覆使用作業、測驗及考試作弊、所有其他違反學術誠信行為。違反有關規定的學生予以懲處，嚴重者包括開除學籍。

Website 網站: <http://www.cuhk.edu.hk/policy/academichonesty/>

#### 4.6 Grade Appeal 成績覆核

Students who have question on their final grade should consult their course teacher or the general office first within one week after the official announcement of the grade. A student who would like to lodge a grade appeal should fill in a form within 2 weeks from the grade release date and to pay a fee of HK\$500 per 3-credit subject. The work of the student will be reviewed by an examination panel in which the decision, whether an upward or downward change in grade, will be final.

學生若對期末總成績有疑問，請在公佈成績後一週內向任課老師或辦公室查詢。學生如欲正式提出成績覆核，請於公佈成績後兩週內填妥指定表格，連同費用每三學分科目港幣五百元申請。學生的考試內容將由一個考核小組重新評核，小組最終的評分（不論是提高或降低）將是定案。

## V. Make-Up Examinations 第五部份：補考

### 5.1. Sick Leave 病假

As long as a valid certification from a recognized medical practitioner can be produced, the make-up oral exam will not be charged extra. For other arrangements such as scoring and scheduling will still follow the usual practice. Please refer to 5.2 and 5.3 below for more information.

If you are in high fever, you should stay at home for thorough rest instead of going to school. If you want to get the updates on influenza prevention, please visit the CUHK Health and Protection website: [www.cuhk.edu.hk/health\\_promote\\_protect](http://www.cuhk.edu.hk/health_promote_protect).

學生若能提供有效醫生信，口試補考不會額外收費，成績及補考時間等安排將照舊。詳情見 5.2 及 5.3。

發燒者應留在家中休息及看醫生，不應回校上課。如欲瞭解預防新型流感的各種方法，可到中大健康促進及防護網頁瀏覽：[www.cuhk.edu.hk/health\\_promote\\_protect/](http://www.cuhk.edu.hk/health_promote_protect/)

### 5.2 Make-up Exams for Putonghua Students 普通話學生補考須知

#### (a) Dictations and Quizzes 聽寫和小測

Dictations and quizzes cannot be made up. The scores for the absent dictations/ quizzes will be zero.

不予補考，缺席者成績作零分論。

#### (b) Periodical Written Tests, Oral Tests and Presentations 筆試、期中口試及演講

HK\$500 and HK\$300 will be charged respectively for each oral and written exam that is taken in advance or after the designated exam time. Postponed oral and written exams must be completed on the day assigned by the Division Head and will be graded 20% lower. Fees must be paid before taking the exams. Presentations cannot be postponed and can only be made-up ahead of time (no fee in such a case).

任何學生要求提前或延後考試須額外收費，口試收 HK\$500，筆試收 HK\$300，費用應在考試前繳交，延後的考試成績按照實際得分扣 20%。延後的口試或筆試應在組長編排的時間進行。演講則不可延後，只許提前（不另收費）。

#### (c) Approval of Exam Date Changes 更改考試時間

Advanced or postponed exams require prior approval of the Division Head. 必須事前得到組長批准。

### 5.3 Make-up Exams for Cantonese Students 廣東話學生補考須知

#### (a) Quizzes/ Dictations 小測/聽寫

Dictations and quizzes cannot be made up. The scores for the absent dictations/ quizzes will be zero.

不予補考，缺席者成績作零分論。

**(b) Mid-term Written Tests 期中筆試**

A student who misses the periodically scheduled test should apply for a make-up test within one week from the day he/ she returns to school. All grades earned from make-up arrangement will be reduced by 20%.

學生缺考定期的考試，應在回校後的一個星期之內補考。所有補考最高成績為正常分數的 80%。

**(c) Mid-term Oral Test 期中口試**

All students who miss the mid-term oral test must attend the make-up test on the day assigned by the Division Head. If a student who could not take the make-up test on the designated day, his/ her mark for that test will be “zero”.

學生缺考期中口試，應由組長編排時間補考。如在該時間內學生不能應考，則該次期中口試將會被評為“零”分。

**(d) Final Oral and Written Exam 期末口試及筆試**

HK\$500 and HK\$300 will be charged respectively for each oral and written final exam taken after regular exam time. Postponed oral and written exams must be completed within or before the first week of the following term and will be graded 20% lower. Fees must be paid before taking the exams.

因涉及行政資源，任何學生要求提前或延後的期末考試須額外收費，口試收 HK\$500，筆試收 HK\$300，費用應在補考前繳交。延後的期末口試或筆試應在下學期的首周或之前補考，所有補考最高成績為正常分數的 80%。

**(e) Approval of Exam Date Changes 改期考試的批准**

Application for advancing or postponement of term exam date requires prior approval of the Division Head.

任何學生要求期末考試提前或延後，要事前得組長批准。

**\*VI. Credits, Awards and Certificates 第六部份：學分、資歷等級及證書**

**6.1 External credits transfer and transcript 外部學分互認及成績證明書**

CLC gives credits according to the University's regulations. Study at CLC has been recognized by major universities in the world for programme credit. Transfer of credits to other universities, however, is automatic only if the student comes to CLC as an exchange student arranged by the Chinese University (See website for more information: [www.cuhk.edu.hk/oal](http://www.cuhk.edu.hk/oal) and [www.cuhk.edu.hk/jas/english/menu\\_eng.html](http://www.cuhk.edu.hk/jas/english/menu_eng.html)). Applicants who are not exchange students and seeking credit transfer should consult their home institution first for such a possibility before enrolling to CLC programme.

本所按照大學學則給予學分，學分得到世界主要大學的承認，惟在本所修讀的中大交換生，其學分才會由中大自動轉到其他大學（參網址），申請者若不是交換生應在報讀本所課程前先諮詢所屬院校是否承認學分。



For students from institutions that do not use a credit system, they can apply for transcripts with a small fee from the Centre. The transcript is prepared in sufficient details to present a clear picture of the work completed by each student. The students will be required to fill in a form indicating where to send the transcript to.

對於來自採用非學分制度院校的學生，本所可簽發附有詳細說明的成績證明書，解釋課程內容。學生若希望向其他院校呈交其在本所修習課程的表現報告，必須填寫相關表格及繳交費用。

## **6.2 Grade Report and Certificate of Attendance 成績單及出席證明**

Each student is entitled to a Grade Report upon completion of a term's study. The Grade Report will be ready one month after a school term ends. It will be sent by regular post to students based on the mailing label affixed to the re-enrolment form filled in by the students. If continuing students forget to fill in the mailing label, The General Office will ask the student to pick up the grade report in person during the first week of the next school term. For students who discontinue the study and has forgotten filling in the mailing label, the General Office will send the Grade Report based on the address shown in the student record during the first week of the next school term. 學生修畢一學期後可獲發成績單。成績單通常在學期結束後一個月左右準備好，本所按學生在續讀意向表上郵寄標籤以平郵郵寄成績單予學生。若續讀生忘記填寫該欄，辦公室將在下學期開學時通知親臨辦公室領取。至於忘記填寫該欄的退學學生，辦公室將在下學期開學一週後以平郵按學生記錄上的地址郵寄成績單。

Certification of Attendance can also be provided upon request at a small fee to those whose attendance rate is 70% or above. 在出席率達七成的情況下，學生可付費申請「出席證明」。

## **6.3 Other certifying documents 其他證明文件**

Some students may need certifying letter and/ or reference letter. Students are reminded to forward application to the general office and pay a small fee first, before making reference letter request to the teacher concerned. For students who need CLC to justify your grant and loan application in your home country, please allow at least 3 working days for processing and a fee is needed per document. 學生需要其他證明文件或推薦信之類時，請先向辦公室索取申請表及付費，然後才向有關老師提出撰寫推薦信的請求。若學生需要向母國申請助學金或貸款，而要求本所作出證明時，請預留三個工作天讓本所處理文件，收費按文件計。

## **\*6.4 Award-bearing Certificates 資歷證書**

### **6.4.1 CLC Award-bearing Programmes CLC 資歷課程**

CUHK-CLC is offering 14 award-bearing programmes in which eight are attainable by part-time study and six by daytime intensive study. The maximum duration of study for Advanced Diploma, Diploma and Certificate programme are 5 years, 3 years and 2 years respectively.

中文大學雅禮中國語文研習所提供十四個資歷課程，以兼讀模式修讀的有 8 個，以日間密集修課模式修讀的有 6 個。高等文憑課程、文憑課程及證書課程最長修業期限分別為 5 年、3 年及 2 年。

Programme Name (English) 課程英文名稱	Programme Name (Chinese) 課程中文名稱	Minimum Study Hour 最低修讀時數	QF Level 資歷級別	Qualifications Register code 資歷名冊編號
*Certificate Programme in Chinese as a Foreign/ Second Language (Putonghua)	對外漢語 (普通話)證書課程	330	2	18/000030/L2
*Certificate Programme in Chinese as a Foreign/ Second Language (Cantonese)	對外漢語(粵語) 證書課程	330	2	18/000031/L2
*Diploma Programme in Chinese as a Foreign/ Second Language (Putonghua)	對外漢語(普通話) 文憑課程	495	3	18/000032/L3
*Diploma Programme in Chinese as a Foreign/ Second Language (Cantonese)	對外漢語(粵語) 文憑課程	495	3	18/000033/L3
*Advanced Diploma Programme in Chinese as a Foreign/ Second Language (Putonghua)	對外漢語(普通話) 高等文憑課程	759	4	18/000034/L4
*Advanced Diploma Programme in Chinese as a Foreign/ Second Language (Cantonese)	對外漢語(粵語) 高等文憑課程	759	4	18/000035/L4
^Foundation Certificate Programme in Chinese (Putonghua) for Non- Chinese Speakers	非華語人士普通話基 礎證書課程	80	2	19/001312/L2
^Foundation Certificate Programme in Chinese (Cantonese) for Non- Chinese Speakers	非華語人士粵語基礎 證書課程	80	2	19/001311/L2

Programme Name (English) 課程英文名稱	Programme Name (Chinese) 課程中文名稱	Minimum Study Hour 最低修讀 時數	QF Level 資歷級別	Qualifications Register code 資歷名冊 編號	Continuing Education Fund code 持續進修基編號
#Foundation Certificate Programme in Chinese Reading	中文閱讀 基礎證書課程	80	2	18/000044/L2	38C123634
#Foundation Certificate Programme in Integrated Chinese Communication for Workplace	職業中文綜合溝通 基礎證書課程	80	2	18/000045/L2.	38C123642
*Certificate Programme in Putonghua for Native Chinese Speakers	普通話(華語人士) 證書課程	120	2	18/000040/L2	24C058392
*Diploma Programme in Putonghua for Native Chinese Speakers	普通話(華語人士) 文憑課程	222	3	18/000041/L3	24L058409
*Certificate Programme in Cantonese for Native Chinese Speakers	粵語(華語人士) 證書課程	80	2	18/000042/L2	38C123650
*Diploma Programme in Cantonese for Native Chinese Speakers	粵語(華語人士) 文憑課程	200	3	18/000043/L3	38L123661

\* The first QF registration for programmes was made on 5 May 2008. Current registration effective date since 4 January 2020 and on-going. 課程在資歷架構首次登記日期為 2008 年 5 月 5 日。現時註冊有效期由 2020 年 1 月 4 日起持續有效。

^ The first QF registration for programmes was made on 5 May 2008. Current registration effective date since 4 January 2020 and on-going. The award title is changed with effect from January 2020. The former title is “Foundation Certificate in Chinese as a Foreign/ Second Language (Cantonese or Putonghua)”. 課程在資歷架構首次登記日期為 2008 年 5 月 5 日。現時註冊有效期由 2020 年 1 月 4 日起持續有效。該等資歷名稱在 2020 年 1 月更改，前名“對外漢語(粵語或普通話)基礎證書”。

# The first QF registration for programmes was made on 4 October 2017. Current registration effective date since 4 January 2020 and on-going. 課程在資歷架構首次登記日期為 2017 年 10 月 4 日。現時註冊有效期由 2020 年 1 月 4 日起持續有效。

#### 6.4.2 CUHK-CLC Awards Earned by Daytime Intensive Study 日間密集課程資歷證書

The course lists and study schemes for programmes leading to Certificate, Diploma and Advanced Diploma award are available at the web link below. 學生可到以下連結，下載證書、文憑及高等文憑資歷課程的科目列表及研修方案。 [www.cuhk.edu.hk/clc/full-time](http://www.cuhk.edu.hk/clc/full-time)

CUHK-CLC offers award from QF 2 to QF 4. Awards are given based on the following 4 criteria. 本研習所提供資歷級別二至四的資歷證書，資歷證書按以下四項標準發出：

- (a) Study credits earned and the study period 修業學分及修業期間
- (b) Level attained 達到程度
- (c) Attendance 出席情況
- (d) Result and classes 成績等級

The principles adopted by the authority in conferring an award to students who studied the daytime intensive programmes are as follow:

本所日間密集學分課程的資歷證書頒發準則如下：

##### (a) Study credits earned and the study period 修業學分及修業期間

- Attend the final exam/ presentation in each term. Those who fail to show up will get no grade for that term and will be replaced by “incomplete” in the result. 參加每學期的期終考及有關之演講。未能出席者的學生將不會獲得該季的等級，其成績單上將列出「未完成」一字
- Attain a minimum overall pass in each term in order to get promoted to higher levels. 在每學期總成績合格方能升級
- Those who fail in a term cannot earn any study credits. The credits earned in the retained level will be counted afresh. 每學期不及格者不能獲得學分，留級所修的學分重新計算
- Finished studying the minimum credits 修讀足夠學分
- The maximum duration of study for Advanced Diploma, Diploma and Certificate programme are 5 years, 3 years and 2 years respectively. 高等文憑課程、文憑課程及證書課程最長修業期限分別為 5 年、3 年及 2 年。

##### (b) Level attained 達到程度

- Minimum level attained by award recipient 資歷證書持有人之最低程度
- Students should take the compulsory courses assigned by the DH and pass in the graduation examination in order to get the Advanced Diploma award. 高等文憑學生須修畢必修科(由組長指定)並在畢業考試中合格方能獲取高等文憑資歷證書

##### (c) Attendance 出席情況

- Attain a minimum 70% attendance in every school term 每學期達七成或以上出席率

##### (d) Result and classes 成績及等級

- Those who are eligible to CUHK-CLC award will be further divided into different classes based on the following criteria. The class division will be printed on the certificate. 本所將按合資格獲得中大本所之資歷證明書者的成績，細分為不同等級，此等級將列印在證書上，頒發等級之標準如下：

- ♦ Award of Distinction: Strict adherence to the overall GPA threshold for Distinction 3.50-4.00 (A- to A). 「優異等級」：最低 GPA 3.50-4.00 (A- 至 A)
- ♦ Award of Merit: Strict adherence to the overall GPA threshold for Merit is 3.00-3.49 (B to B+). 「良好等級」：最低 GPA 3.00-3.49 (B 至 B+)
- ♦ Award (Pass): Overall GPA 1.0-2.99 (B- to D) or below. 「及格」：持 GPA 1.0-2.99 (B-至 D)
- ♦ Overall GPA below 1.0 (D) will not be given a certificate. GPA 1.0 (D) 以下者不會獲得任何中大資歷證書

#### 6.4.3 Award Certificate issuing reminder 資歷證書頒發注意事項

- ✧ The certificate issuing starts immediately after the student making application for the study deposit reclaim based on the level the student attained by the time when he/ she withdraw the deposit. The Centre will send the Award Certificate by register post within 3 months after the last studied term to the address the student wrote on the last re-enrolment form in which the application for deposit reclaim is indicated. Please make sure the address written is valid. The Centre takes no responsibility for any postal fault due to invalid address. 學生申請退還按金時，本所同時為學生申請發出證書，該證書將按學生最終程度及本所要求發出。本所將在學期結束後三個月內，按學生在續讀意向表申請退按金所示的地址，寄上資歷證書。請確保地址正確，本所不會就郵誤承擔責任。
- ✧ If a student wants to continue his/ her study with some semester breaks in between, he/ she should not withdraw the deposit. Otherwise, a student could not get the higher level certificate in the same programme. 若學生在某些學期休學，但仍打算繼續升學的話，便不應申請退還按金，否則便無法得到同科目更高程度的證書。
- ✧ If a leaving student does not withdraw the deposit within 3 years, the certificate will be issued to the student by that time based on his/ her highest level attained for that subject. 若離校學生在三年內未申請退還按金，本所將在三年期滿時按學生最後的程度發出相關資歷證書。
- ✧ To carry through the spirit of life-long learning and continuing education, a student can study the different programmes of the same languages, or to study the same programme for more than once and to get award certificates. Conditions apply. 為貫徹生涯學習及持續進修的精神，本所容許學生在符合條件下修讀同一語言的不同課程，或是修同一個課程超過一次並獲得多紙證書。
- ✧ A completed student may apply for a replacement certificate in case of loss or damage of an original certificate. Supporting document and a fee are necessary. Application for replacement due to change of name after graduation will not be accepted. 結業生因證書遺失或損毀可向本所申請補領證書，須提供證明文件及繳交手續費。因學生結業後改名的原因申請證書補領將不獲接納。
- ✧ Reference web site 參考網站
  - University Extension Board : [www.cuhk.edu.hk/uexb](http://www.cuhk.edu.hk/uexb)
  - Qualifications Framework 資歷架構: [www.hkqf.gov.hk](http://www.hkqf.gov.hk)
  - Qualifications Register 資歷名冊： [www.hkqr.gov.hk](http://www.hkqr.gov.hk)

#### **\*6.4.4 CUHK-CLC Part-time courses and awards 兼讀資歷課程及證書頒發**

CUHKCLC also provides award-bearing programmes earned by part-time study to both native and non-native speakers of Chinese. Classes will be held in CUHK campus or online in the evening or weekend daytime. For schedule, please check website:

[www.cuhk.edu.hk/clc/part-time](http://www.cuhk.edu.hk/clc/part-time)

本所為外語人士及以漢語為母語人士設的兼讀漢語資歷課程，多在晚間或週末日間舉行，上課地點在中大或於網上進行，開課時間詳見本所網頁 [www.cuhk.edu.hk/clc/part-time](http://www.cuhk.edu.hk/clc/part-time)

#### **6.4.5 Internal credit transfer 內部學分轉移**

Transfer of some CLC part-time course credits into the CLC Regular award-bearing programmes is allowed starting from Summer Term 2015 subject to conditions.

由 2015 年夏季學期開始，在符合各種條件的情況下，可轉移本所兼讀課程學分到本所常規資歷課程裏。

## **VII. Chinese Language Benchmarking Exams**

## **第**

### **七部份：漢語基準試**

#### **Introduction 引言**

There are various frequently used Chinese language benchmarking tests in Hong Kong and world-wide. To name some, COPA, BCT, HSK and PSC etc. As a major international language training centre, CLC offers language-related services such as proficiency assessment in both Cantonese and Putonghua, in addition to its major tasks of teaching and publication of teaching materials and dictionaries. Currently, CLC is the official test centre for COPA, BCT and HSK. Except for these three exams, the Centre will not coordinate students' registration of the benchmarking exams. Students should forward application on their own. Information will be posted to the bulletin board. Briefing on Chinese language benchmarking exams is held by CLC from time to time. 坊間有多個常用的漢語基準試，例：COPA, BCT, HSK 及 PSC 等等。研習所作為國際語言培訓單位，除為大學生及社區提供語言訓練、出版教材和字典外，也為社會提供普通話和廣東話口語能力標準化測試服務。研習所是 COPA, BCT 及 HSK 的認可考點，這三個考試以外，本所暫未能提供代辦報考其他語文基準試的服務，有需要之同學請自行辦理。考試信息將張貼在告示板，研習所定期舉辦漢語水平考試的簡介會。

### **7.1 COPA (Computerized Oral Proficiency Assessment) 電腦口語水平評核**

Introduction: The COPA assesses the oral proficiency of learners of Putonghua and Cantonese for communication purposes for both native and non-native Chinese speakers. It follows similar testing principles used in the Chinese Speaking Test (CST), an on-going research project funded by the US Department of Education. The COPA rating scale is



built upon the proficiency guidelines developed by the American Council on the Teaching of Foreign Languages (ACTFL). 簡介：COPA 以溝通為最終目的，測試母語及非母語人士學習普通話或粵語的口語水平。COPA 根據美國教育部資助下的漢語模擬口語水平面試（CST）的原則及美國外語教學委員會口語水平大綱制定。

Organizer and certificate issuer 主辦單位及發證機關: CUHK-CLC

Website 網址：<http://www.ycccl.cuhk.edu.hk/?v=copa>

## 7.2 HSK (Hanyu Shuiping Kaoshi) 漢語水平考試

Hanyu Shuiping Kaoshi (HSK or Chinese Proficiency Test) is the most popular standardized test of standard Chinese language proficiency for non-native speakers. Chinese Language Council International (Hanban) authorized CLC as one of the test centres in Hong Kong. The 2020 test date is April 11, August 23 and December 6 respectively. On the other hand, HSK preparation courses are held from time to time in the Centre.

漢語水平考試以第一語言非漢語者為對象，可算是最受外語人士歡迎的漢語考試。研習所獲國家漢辦授權成為香港地區考點之一，2020 年考試將於 4 月 11 日、8 月 23 日及 12 月 6 日舉行。另本所設有備考課程，歡迎查詢。

Website 網址：[www.cuhk.edu.hk/clc/hsk](http://www.cuhk.edu.hk/clc/hsk)

# HSK

Chinese Proficiency Test

## 汉语水平考试

## VIII. Student Activities 第八部份：學生活動

CLC provides the following tiers of student activities. Extra fee is needed in some events. More information will be given during the term time. The Centre reserves the final right to decide how many activities and which activity to be held in a school term. 本所提供以下層次的學生活動，部份活動含收費，詳情將在學期內公佈，本所保留在一個學期內舉辦多少及何種活動之最終權利。

- ◆ Co-curricular activities for a particular class, level or division. 指定班別、級別或組別的聯課活動
- ◆ Centre-wide events 全所活動
- ◆ University-wide events 大學活動
- ◆ Ad hoc events 特別活動
- ◆ Activities for new students 新生活動
- ◆ Activities for current and leaving students 在校生及離校生活動



## IX. Student Support 第九部份：學生支援

### 9.1 Student support 學生支援

Students who have questions about their study and living in Hong Kong can forward their questions to the corresponding staff. Office at Fong Shu Chuen Building.

若對課程及在港生活有任何疑問，請聯絡方樹泉樓有關職員。

Topics 項目	Staff 職員	Room No. 房號
About the study (Academic items) 課程之學術方面	Your class coordinator 您的班主任	
	Dr. LEE Siu Lun (Cantonese Programmes) 李兆麟博士 (廣東話課程)	CS101
	Ms. LI Yun (Putonghua Programmes) 李耘女士 (普通話課程)	CS204
About the study (admin items) 課程之行政方面	Ms. Jessie WONG (Regular Programmes) 黃敏儀女士(常規資歷課程)	G05
	Ms. Angela HO (Intensive and short courses) 何慶群女士 (密集及短期課程)	G05
Accommodation consultation 住宿諮詢	Mr. Kenneth TAM 譚建先生	G05
PRINCH (Language & Culture Immersion Programmes) 暑期文化語言中國實習課程	Mr. Kenneth TAM 譚建先生	G05
Enquiries in Japanese 日語查詢	Ms. Shadow LUNG 龍心怡女士	G05

### 9.2 Accommodation arrangement 住宿安排

Housing in Hong Kong is in great demand and at relatively high cost. Although the University has over 20 hostels offering more than 8000 places, it cannot accommodate all non-local undergraduates and postgraduate students. Many have to live off campus including the Chinese language students at CLC. From early June to mid-August, the dormitory on-campus is opened to CLC students.

香港住宿需求高且昂貴，中大雖設有超過二十間宿舍並提供超過八千個宿位，非本地本科生及研究生都未能全部安排入住校內宿舍，與本所學生一樣居於校外。由六月初旬至八月中旬，中大宿舍開放予本所學生。

More information about on-campus and off-campus housing 校外校內住宿情報：

[www.cuhk.edu.hk/clc/housing](http://www.cuhk.edu.hk/clc/housing)

## \*9.3 Financial Aids 進修資助

### \*9.3.1. Continuing Education Fund 持續進修基金(CEF)

[The Continuing Education Fund \(CEF\)](#) is a HKSAR government initiative to subsidize local adult residents with learning aspirations in pursuing continuing education and training courses. Various CLC programmes have been added into the list of reimbursable courses for Continuing Education Fund purposes. Students who fulfilled the following requirement can consider applying for CEF to fund partly their study programme. Eligible students are entitled to 60-80% refund on course fee with a ceiling of HK\$20000 per person in a lifetime (for courses opened on or after 1 April 2019).

持續進修基金(CEF)是香港特區政府為有志進修的成年居港人士提供持續教育和培訓資助。本所有數個課程獲批准加入 CEF 可獲發還款項課程內，學生符合以下要求可考慮申請 CEF 資助他們的研修，合資格者可獲發還有關課程費用的 60-80%或上限每人平生 20,000 港元(適用於 2019 年 4 月 1 日或之後開課的課程)。

#### A. Identity 身份

The students should be:

1. Hong Kong residents who have the right of abode or the right to land or to remain in Hong Kong without restriction, i.e. “A” (right of abode), “R” (right to land) or “U” (remain in Hong Kong without restriction) should appear below the date of birth on the HK Smart ID card. For details of the meaning of symbols, please visit the website of the Immigration Department <http://www.immd.gov.hk>. Holders of one-way permits from Mainland China may also apply;  
學生必須是香港居民並擁有香港居留權、或香港入境權、或有權在香港逗留而不受任何逗留條件限制，即在香港智能身份證出生日期下有“A”(香港居留權)、“R”(香港入境權)或“U”(有權在香港逗留而不受任何逗留條件限制)。有關香港智能身份證上的符號釋義，請瀏覽入境事務處網頁 <http://www.immd.gov.hk>。持單程證從中國大陸來港定居的人士亦可申請；
2. 18 to 70 years old at the time of application and on seeking reimbursement of their fees; 在遞交申請和申領發還費用時，年齡在 18 至 70 歲之間；

#### B. Programme requirement 課程要求

**(i) Programmes with Cantonese or Chinese reading elements:** for non-Chinese speakers, CEF is only applicable to selected Cantonese programmes with Chinese reading elements. For native Chinese speakers, selected Cantonese programmes have been added to the list of reimbursable courses with intake from January 2020.

廣東話或中文閱讀相關課程：以非華語人士為對象的課程，CEF 只適用於指定含有中文閱讀元素的廣東話課程；以華語人士為對象的廣東話課程，於 2020 年 1 月加入 CEF 可獲發還款項課程名單內。

CEF course name 課程名稱	Course requirement 課程要求
<u>Foundation Certificate Programme in Chinese Reading</u> 中文閱讀基礎證書課程	To study two 40-hour Chinese reading related modules or three 33-hour Chinese reading related modules. The minimum required number of study hours is 80.
This course has been included in the list of reimbursable courses under the Continuing Education Fund. Registration	



<p>number: 38C123634. 本課程已加入持續進修基金可獲發還款項課程名單內，登記編號：38C123634.</p> <p>This course (Foundation Certificate in Chinese Reading ) is recognized under the Qualifications Framework (QF Level two)“<u>中文閱讀基礎證書</u>” 在資歷架構下獲得認可[資歷架構第二級]</p>	<p>Please refer to the approved course list for more information.</p> <p>修讀兩個 40 節或三個 33 節中文閱讀指定單元，最低修課時數要求是八十小時，詳見科目列表。</p>
<p><u>Foundation Certificate Programme in Integrated Chinese Communication for Workplace</u> <u>職業中文綜合溝通基礎證書課程</u></p> <p>This course has been included in the list of reimbursable courses under the Continuing Education Fund. Registration number: 38C123632. 本課程已加入持續進修基金可獲發還款項課程名單內，登記編號：38C123632.</p> <p>This course (Foundation Certificate in Integrated Chinese Communication for Workplace) is recognized under the Qualifications Framework (QF Level two). “<u>職業中文綜合溝通基礎證書</u>” 在資歷架構下獲得認可[資歷架構第二級]</p>	<p>To study at least one Chinese reading related module and at least one Cantonese module. Depends on a student's schedule, one has to study 2 to 3 modules in fulfilling the programme's minimum 80 contact hours requirement.</p> <p>Please refer to the approved course list for more information.</p> <p>修讀最少一個中文閱讀單元和最少一個廣東話單元，最終修讀二至三個單元來滿足最低修課時數八十小時的要求，詳見科目列表。</p>

**\*(ii) Chinese programmes (Putonghua):** CEF is only applicable to selected intermediate to advanced level courses with HSK preparation course as a compulsory requirement.

中文(普通話)課程：CEF 只適用於包括預備 HSK 的科目在內的指定中級及高級程度課程。

CEF course name 課程名稱	Course requirement (Group A) 課程要求 (A 組)	Course requirement (Group B) 課程要求 (B 組)
	Minimum 2 modules with at least 1 from (A) and at least 1 from (B) 最少兩個單元，最少一個來自 A 組，最少一個來自 B 組。	
<u>Basic Presentation Skills and HSK Preparation</u> <u>基本表達技巧及 HSK 應試輔導</u> CEF Registration number 登記編號：24Z073247.	CLCP1153, CLCP2253, CLCP3353	CLCP2263, CLCP3363, CLCP4403, CLCP4503, CLCP4603, CLCP4663
<u>News Media &amp; Presentation Skills and HSK Preparation</u> <u>新聞閱讀與表達及 HSK 應試輔導</u> CEF Registration number 登記編號：24Z073239.	CLCP4453, CLCP4553, CLCP4653	
<u>Communication Skills &amp; Culture and HSK Preparation</u> <u>語言與文化及 HSK 應試輔導</u> CEF Registration number 登記編號：24Z073255.	CLCP4413, CLCP4513, CLCP4613	
The 3 courses above have been included in the list of reimbursable courses under the Continuing Education Fund. The Office of the Continuing Education Fund does not have record of registration of those courses under the Qualifications Framework. 以上三個課程已加入持續進修基金可獲發還款項課程名單內。持續進修基金辦事處未有此課程之資歷架構登記記錄。		

- The minimum study hour is 80 hours. 修課時數最少八十小時;
- Attain a minimum of 70% in attendance for each course 每科出席率不少於 70%;
- Obtain pass grade in each of the modules 每科獲得及格成績;

### C. Administrative requirement 行政要求

1. ALL Students of the course are required by CEF to fill in and sign on a declaration before the start of the first lesson. CEF 要求所有學員在開課前填寫和簽妥一份聲明書。
2. No other discount or concession can be used together with CEF in the same course 申請 CEF 者不能在同一課程享有其他折扣或優惠;
3. The study credits earned from the CEF course listing above are mostly non-transferable to other award-bearing programmes, such as (Certificate, Diploma and Advanced Diploma Programmes). Students are advised to consult CLC staff first before application. 以上大部份 CEF 課程的學分不能算入本所其他資歷課程內 (如證書、文憑或高等文憑課程), 學員在提出 CEF 申請前宜向本所職員了解情況。
4. Student should take good care of the receipt(s) pertain to the course. This is required during the reimbursement procedure and this must be done in person with the CEF office after finishing the course. 學生應保管好與課程有關的收據, 以便在課程完結後由學生親自向 CEF 當局申領發還款項。
5. The reimbursement application should reach the CEF office within one year after the course completion. 退款申請必須在課程結束後一年內送抵 CEF 辦事處。

### D. Remarks 備註

- Some CEF reimbursable courses are not always available due to threshold enrolment requirement. A student is advised to have a flexible schedule and study scheme in line with the CEF requirement to increase the chance in getting course reimbursement. 有些可獲發還款項課程因未能達到收生人數門檻要求而無法開班, 學員宜有一個彈性的學習計劃來提升領取課程退款的機會。
- Application forms, guidelines and checklist are available in the CEF home page at [www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef). Enquiry can be forwarded to CEF hotline at 3142 2277 and the CLC general office. CEF 申請表格、指引及文件清單可在 CEF 網址下載 (網址 [www.wfsfaa.gov.hk/cef](http://www.wfsfaa.gov.hk/cef)), 另可致電 CEF 熱線 3142 2277 或本所辦公室查詢。

E. Concerns and complaints handling mechanism (As required by CEF on course providers) 投訴處理機制 (持續進修基金要求課程提供者的列出) Please see point 9.10. 請見 9.10 項。

### **9.3.2. Extended Non-means-tested Loan Scheme 延伸的免入息審查貸款計劃 (ENLS)**

The Extended Non-means-tested Loan Scheme (ENLS) provides financial assistance in the form of loan(s) to eligible students to settle tuition fees of specific post-secondary / continuing and professional education courses studied in Hong Kong. The scheme is administered by the Student Finance Office, Working Family and Student Financial Assistance Agency (WFSFAA) of the HKSAR Government. Scheme application is opened all year round. All of the CUHK-CLC award-bearing programmes (daytime intensive programmes and part-time programmes, from QF level 2 to level 4) are eligible for assistance under the scheme.

Please note that only those with right of abode in Hong Kong are eligible for this scheme. Student visa holder is not accepted. The loan is interest-bearing and a strict repayment scheme applies. For more information, please visit WFSFAA website <https://www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm> or call hotline 2150 6223.

「擴展的免入息審查貸款計劃」提供貸款予在香港修讀指定的專上持續進修及專業教育課程的學生，協助他們繳付學費。這計劃由香港特區政府在職家庭及學生資助事務處管理，全年開放申請，本所的十四個全日制或兼讀制資歷課程(QF2-4)均獲得本計劃的認可，最高貸款額相等於該學年應繳學費的總數。

請留意本計劃只適用於擁有香港居留權的人士，學生簽證持有者不適用於本計劃。同時，此貸款含利息，申請者須嚴格遵從還款時間表。詳情請瀏覽在職家庭及學生資助事務處網頁 [www.wfsfaa.gov.hk/tc/schemes/nlss.htm](http://www.wfsfaa.gov.hk/tc/schemes/nlss.htm) 或致電熱線 2150 6223。

### 9.3.3. Tax Deduction for Expenses of Self-Education 「個人進修開支」扣稅

Students pursuing a course at CUHK-CLC to gain or maintain qualifications for use in either the current or a planned employment are eligible to apply for the tax deduction in respect of the course (tuition fee, textbooks and materials, examination fees etc.). Students should take good care of the official receipt and submit together if requested in the annual tax return exercise with Inland Revenue Department. The upper limit for amount deduction, depends on fiscal year, is HK\$40,000 to HK\$60,000 per year.

For more information, please visit website of Inland Revenue Department (IRD) at [www.ird.gov.hk/eng/faq/see.htm](http://www.ird.gov.hk/eng/faq/see.htm) or call IRD 24-hour Hotline at 187 8088.

如學員選修香港中文大學雅禮中國語文研習所課程，是為取得或維持現在或將來受僱工作所需資格，其課程的相關費用（學費、教材、考試費等）可作「個人進修開支」扣稅之用。學員應保留相關的收據，並在報稅時一併申請扣稅。扣稅金額視乎課稅年度，可獲准扣除的最高款額港幣 40,000-60,000 元。

詳情請瀏覽稅務局網頁 [www.ird.gov.hk/chi/faq/see.htm](http://www.ird.gov.hk/chi/faq/see.htm) 或致電稅務局二十四小時熱線 187 8088 查詢。

### 9.3.4. MTR student travel scheme 港鐵公司學生乘車優惠計劃

Eligible students can enjoy concessionary fare (usually 50% off regular price) for riding designated MTR lines by joining the MTR student travel scheme. Certain application/handling fee applies. 合資格學生參加此計劃後可以特價乘坐部份港鐵線路（通常是正價的半費），申請須徵收手續費。

#### Eligibility 申請資格

- (a) between 12 and 25 years old. 年齡在 12 至 25 歲之間；
- (b) enrolled on day course, studying at least 15 credits per week in CLC. 現正就讀於本所最少十五學分的日間課程。

Eligible applicants please get an application form from and forward your application directly to the MTR company. 合資格者請直接向港鐵當局索取表格及提出申請。

MTR Co. Ltd website. 港鐵公司網頁：[www.mtr.com.hk](http://www.mtr.com.hk)

### 9.3.5. Regulation governing the use of discount and subsidy 關於使用折扣及資助的規定

Special subsidy on tuition fee is available to CUHK staff and spouse. Besides, concession on tuition fee is available to CUHK/ CLC alumni, spouse and children all year round. Discount is sometimes given in conjunction of designated promotional event. All discounts are subject to quota. According to CUHK policy and to avoid double subsidy, staff who apply for staff training expense reimbursement should not take the special subsidy on tuition fee offered by CLC. Students are advised not to apply for other funding if they are going to get reimbursement from the Continuing Education Fund.

Discount is only considered on a per course per term basis subject to quota. Students should not assume the discount can be automatically carried forward to the next school term. As CLC have no direct access to the CUHK staff, student and graduate database, students applying for discount should provide valid proof to their identity.

教職員及配偶若報讀本所課程，中大可提供學費資助。中大及研習所舊生、其配偶及子女折扣全年通用。在一些指定推廣項目中研習所亦會提供學費折扣，惟折扣設有限額。根據中大守則避免雙重資助，教職員若向大學申請職員培訓退款，便不應從本所申請學費資助。同時，研習所建議學生若將從持續進修基金獲取學費退款，不宜從其他途徑獲取學費資助。

折扣有限額並按每學期及每課程考慮的，學生不宜假設折扣會自動被帶往新學期。由於因研習所不能進入中大職員、學生及舊生資料庫，故學生申請以上折扣時必須提供有效身份證明。

## 9.4 Online learning resources 網上學習資源

### 9.4.1 Provided by CUHK 由中大提供

#### 9.4.1.1 Language Learning Resources 語言學習資源

The Independent Learning Centre (ILC) owns a wealth of Chinese (Cantonese and Putonghua) and English self-learning resources. 自學中心網站有豐富漢語（廣東話及普東話）以及英語的自學資源，歡迎使用。

Web link 網址:

<http://www.ilc.cuhk.edu.hk/EN/LearningRes.aspx>



#### 9.4.1.2 CUHK Mobile

Iphone and Android phone users can get a free download of "CUHK Mobile" app. Both traditional Chinese and English versions are available. The current release features useful by CLC students include Campus map showing your current location and facilities nearby, shuttle bus schedule, campus events, feature stories, campus photo gallery and videos.

Iphone 及 Android 電話使用者可免費下載 "CUHK Mobile" 應用程式，備繁體中文及英文版，現時版本適用於 CLC 學生包括顯示你位置及附近設施的校園地圖、校巴時間表、校園節目、專題故事、校園圖片及錄像等等。



Android phone user (v2.1 or above, 320x480 or above. Not for tablet.) 不適用於 Android 平板電腦:

<https://play.google.com/store/apps/details?id=hk.edu.cuhk.cuhkmobile>

Iphone user: <http://itunes.apple.com/us/app/cuhk-mobile/id441447866?ls=1&mt=8>

#### 9.4.1.3 Chinese Character Database

A HK government funded project administered by the Research Institute of Humanities in CUHK. Students can find a Chinese character by Cantonese formal Yale-romanization, its meaning and listen to the pronunciation. 由香港政府資助，中大人文學科研究所的一個計劃，學生可用廣東話耶魯(正統)羅馬拼音找中文字，查解釋及並聆聽讀音。

<http://humanum.arts.cuhk.edu.hk/Lexis/lexi-can/>

#### 9.4.1.4 CLC page at Facebook 研習所面書網頁

Students can learn about the latest news of the Centre, highlights of HK events, and interesting stories about Chinese language and culture in [www.facebook.com/CLCCUHK](http://www.facebook.com/CLCCUHK). Sometimes, the Centre asks question there to gather your valuable opinion regarding the programme and student activities. Hopefully we can disseminate information much faster this way, open up a more casual channel of communication and connect students with more opportunities..

學生可在 [www.facebook.com/CLCCUHK](http://www.facebook.com/CLCCUHK) 獲得研習所及香港的最新信息，還有與中國語言及文化的有趣分享。研習所定期在那裏進行諮詢，收集學生對課程及學生活動的寶貴意見，希望通過這過輕鬆及方便的渠道增加教職員與學生的溝通，連繫更多的機會給學生。

#### **9.4.2 Other online learning resources 其他網上學習資源**

##### Cantonese and Putonghua

- ♦ Chinese dictionary on mobile [www.pleco.com](http://www.pleco.com)
- ♦ Chinese text to speech <http://www.eguidedog.net/ekho.php>

##### Cantonese only

- ♦ Cantonese phonetic IME 廣東話輸入法 [cpime.hk](http://cpime.hk)
- ♦ Cantonese Romanization converter  
[http://www.kodensha.jp/webapp/cantonese/can\\_converter\\_e.html](http://www.kodensha.jp/webapp/cantonese/can_converter_e.html)

##### Putonghua only

- ♦ Download Chinese input tool 下載中文輸入法: [www.google.com/intl/zh-CN/ime/pinyin/](http://www.google.com/intl/zh-CN/ime/pinyin/)
- ♦ Hanyu Pinyin table 漢語拼音表 [ap.gochinese.net/goChinese/graphics/table.html](http://ap.gochinese.net/goChinese/graphics/table.html)
- ♦ Cantonese Putonghua Phrase Usage 港式用語診症室  
[cpls.proj.hkedcity.net/cpls/index.jsp](http://cpls.proj.hkedcity.net/cpls/index.jsp)

##### Chinese Reading and Writing

- ♦ Character Stroke 中文字筆順 (CSULB) [www.csulb.edu/~txie/azi/page1.htm](http://www.csulb.edu/~txie/azi/page1.htm)
- ♦ Character Stroke 中文字筆順 (Shuifeng net)  
[www.shuifeng.net/Dic/Html/Index11.htm](http://www.shuifeng.net/Dic/Html/Index11.htm)

## 9.5 Communication Partner and Language Tutor 溝通夥伴及私人導師

CLC understands that some students want to enhance their Chinese language learning by finding a communication/ language exchange partner or language tutor. However, a systematic platform for such purpose is not currently available in CLC, and CLC staff is not in an appropriate position to refer a CLC student to a particular individual for this purpose. The Centre is providing a list of CUHK units which have a wealth of local and non-local student network. Students with such need can make your own recruitment notice and contact those unit(s) directly for permission to post the notice. Please note that CLC classrooms are not opened for students' private tutorial and personal language exchange.

研習所明白有部份學生想尋找語言夥伴或私人導師協助他們的漢語學習。本所暫未能提供一個有系統的平台作此用途，研習所教職員也不便轉介學生到私人網絡。本所現提供中大校園內本地生及內地生網絡集中的相關部門名單，讓本所學生自行聯絡張貼自製的招募通告。另注意本所不會就學生個人語言交流及私人導修提供課室。

(Sorted by location and relevance 按位置及相關序排列)

CUHK Unit 中大單位	Location 位置	Email 電郵	Phone 電話	Note 備註
Chinese Linguistics and Language Acquisition Programme, Department of Linguistics and Modern Languages 語言學及現代語言系 中國語言習得課程	G/F, Leung Kau Kui Building 梁銑鋸樓地下	lin@cuhk.edu.hk	3943 1929	PTH
Modern Languages Section, Department of Linguistics and Modern Languages 語言學及現代語言系 現代語言組	G/F, Leung Kau Kui Building 梁銑鋸樓地下	lin@cuhk.edu.hk	3943 7911	(mainly CAN) French, German, Spanish and Korean speakers.
CLC University Programme Section 研習所大學課程部辦公室	LG9, Leung Kau Kui Building 梁銑鋸樓 LG9	clc_upd@cuhk.edu.hk	3943 8224	CAN & PTH
Department of Japanese Studies 日本研究系	4/F Leung Kau Kui Building 梁銑鋸樓 4 樓	<a href="mailto:japanese-studies@cuhk.edu.hk">japanese-studies@cuhk.edu.hk</a>	3943 6563	(CAN) Japanese speakers
Career Planning and Development Centre 就業策劃及發展中心	2/F, Benjamin Franklin Centre 范克廉樓 2 樓	<a href="mailto:cpdc@cuhk.edu.hk">cpdc@cuhk.edu.hk</a>	3943 7202	CAN & PTH
Mainland Undergraduate Association (MUA) 內地本科生聯合會	1/F, Benjamin Franklin Centre 范克廉樓一樓	isso@cuhk.edu.hk	3943 7945	PTH
University Student Union 中大學生會	LG, Benjamin Franklin Centre 范克廉樓 LG		3943 7201	CAN
Independent Learning Centre 自學中心	1/F, Wu Chung Multimedia Library, United College 聯合書院胡忠多媒體圖書館一樓	ilc-counsel@cuhk.edu.hk	3943 8733	CAN & PTH
Department of Chinese Language and Literature 中國語言及文學系	Rm 523, Fung King Hei Building 馮景禧樓 523 室	chilan@cuhk.edu.hk	3943 7074	CAN & PTH
Postgraduate Halls 研究生宿舍	Jockey Club Postgraduate Hall, General Office 賽馬會研究生宿舍辦公室	enquiry@pgh.cuhk.edu.hk	-	Mainly PTH



## 9.6 Other Student Supports 其他學生支援

The General Office provides the following services upon request. Please check with the general office on the fee involved.

- Transcript;
- Photocopying, fax and postal service;
- Certifying letter for applying for a Hong Kong bank account, mobile phone calling plan and/ or data plan etc;
- Verification and/ or endorsement of MTR student travel scheme application;
- Verification and/ or endorsement of scholarship, grant or loan application;
- Certifying letter outside the normal study need in the Centre, such as a letter of no objection for a CLC sponsored student visa holder to study another course in Hong Kong, certifying letter for further study and job application etc.

Also please refer to section 6.1-6.3.

辦公室按學生需要提供以下服務，請與辦公室確認收費。

- 成績證明;
- 影印、傳真及郵遞服務;
- 在香港開設銀行戶口、流動電話戶口、數據戶口等所需用的證明文件;
- 獎學金、助學金、助學貸款申請的核對及蓋章;
- 港鐵學生乘車優惠申請的核對及蓋章;
- 在正常研習所學習的情況以外的證明書申請，如獲研習所學生簽證擔保的學生修讀其他在港課程的不反對信、升學或求職證明信件之類。

另見 6.1-6.3 項。

## 9.7 Special Education Need 特殊教育需要

If the applicant or the parents/guardians of the applicant consider that the applicant student may have special educational needs, please indicate as much information as possible at the time of application. The Centre will review whether the learning support can be provided. 若申請人或申請人的家長/監護人認為申請學生有特殊教育需要，請在提出課程申請時提供詳盡信息，讓本所評估是否能提供學習支援。

## 9.8 Counselling Resources 輔導資源

Organization name 機構名稱	Tel 電話	Web link 網站連結
The Samaritans (multi-lingual) 撒瑪利亞會	2896 0000	<a href="http://www.samaritans.org.hk">http://www.samaritans.org.hk</a>
Social Welfare Department 社會福利處	2343 2255	<a href="http://www.swd.gov.hk/en/index/sitepubsvc/page_cps/sub_applicatio">http://www.swd.gov.hk/en/index/sitepubsvc/page_cps/sub_applicatio</a>
Hong Kong Christian Counseling Service 香港基督教輔導服務	2374 3888	<a href="http://www.hkccs.org.hk/en/About-Us.html">http://www.hkccs.org.hk/en/About-Us.html</a>
Caritas Family Crisis Support Centre 明愛向晴軒	18288	<a href="http://fcsc.caritas.org.hk/">http://fcsc.caritas.org.hk/</a>

## 9.9 Useful Reference from CUHK Undergraduate Programme 中大本科課程有用參考

For reference only. Content is not fully applicable to continuing education students. 只供參考，內容並不全部適用於進修課程的學生。

Item 項目	Web link 網站連結
Compass for Incoming Students 來港學生指南針	<a href="https://lces.osa.cuhk.edu.hk/orientation/useful-information/">https://lces.osa.cuhk.edu.hk/orientation/useful-information/</a>
Survive & Thrive at CUHK E.食.住.行. 在中大	<a href="https://www.iso.cuhk.edu.hk/english/publications/survive-and-thrive/index.aspx?issueid=1137">https://www.iso.cuhk.edu.hk/english/publications/survive-and-thrive/index.aspx?issueid=1137</a>
Career Guide for Non-local Students 非本地生就業指南	<a href="https://cpdc.osa.cuhk.edu.hk/student/non-local-students">https://cpdc.osa.cuhk.edu.hk/student/non-local-students</a>



## X. Health Care and Medical Service 第十部份：醫療及保健

Due to change in water, food, and climate, students may experience discomfort after they arrive in Hong Kong. It is strongly advised that students to pay close attention to their health and diet during their stay here. Students are strongly encouraged to buy medical insurance for their whole course of stay in Hong Kong.

The University clinic is NOT opened to CLC students. However, holders of HKID, student visa, working visa or dependent visa are entitled to local resident rate in public clinics and hospitals during visa effective period. Reference rate:

Service	Fees (HK\$)
Accident & Emergency	\$180 per attendance (effective 18 June 2017)
General out-patient	\$45 per attendance
In-patient (convalescent, rehabilitation, infirmary & psychiatric beds)	\$68 per day
Specialist out-patient (including allied health services)	\$100 for the 1st attendance, \$60 per subsequent attendance, \$10 per drug item
Dressing & Injection	\$17 per attendance

Alternatively, students can visit private doctors in hospitals or clinics. A consultation fee with prescription roughly charges HK\$250-350 per visit by general physicians and HK\$700-900 by specialists. Hospitalisation (semi-private room and board) is charged HK\$600-700 per day.

English, Japanese and Korean speaking clinic information has been posted to the bulletin board at CLC ground floor. For full information on English speaking hospital in Hong Kong, please refer to **HK Hospital Authority website at [www.ha.org.hk](http://www.ha.org.hk)**.

For emergencies, please seek prompt treatment at the Accident and Emergency unit of government hospitals. **For ambulance and life-threatening emergencies, dial 999**, the emergency hotline.

For protection against influenza, students are reminded to be vigilant and observe good personal and environmental hygiene.

- Consult doctors promptly if any symptoms of respiratory tract infection develop, and wear a mask (available for sale at CLC office, HK\$1.0 each).
- Proper hand washing is an effective hygiene practice to avoid contracting and spreading communicable diseases.
- Avoid going to crowded places and if the ventilation is poor, wear a mask to protect yourself and others.
- Build up body immunity by proper diet, exercise, adequate rest and avoid smoking.

學生來港後可能會因水土不服而感覺不適，所以留港期間，要注意身體健康及飲食。本所建議學生為香港留學的日子預先購買醫療保險。

大學保健處未能提供醫療服務予本所學生。不過，持有香港有效身份證、學生簽證、工作簽證及家屬簽證者，可在簽證有效期內以本港居民優惠價格享用公立診所及醫院的各種服務，參考價格：

服務	收費
急症室	每次診症 180 元 (2017 年 6 月 18 日生效)
普通科門診	每次 45 元
住院服務 (療養、復康、護養及精神科病床)	每天 68 元 <sup>註1</sup>
專科門診 (包括專職醫療服務)	首次診症 100 元，其後每次診症 60 元，每種藥物的每個療程收費 10 元
敷藥及注射	每次 17 元

另一方面，學生可到私立診所或醫院求診。一般診金連藥物，普通醫生每次收費約 HK\$250-350；專科醫生每次收費約 HK\$700-900。住院(半私人房間)每天收費約 HK\$600-700。

提供英語、日語及韓語服務的診所資料已張貼在本所地下的壁報版上，全港醫院名單 (可操英語) 請瀏覽醫院管理局網頁：[www.ha.org.hk](http://www.ha.org.hk)

如遇緊急事故，請到鄰近政府醫院急症室求診。**如遇上危及生命安全的事件或須召喚救護車的情況下，請電 999 報警。**

關於預防流感，請學生提高警覺，保持良好個人及環境衛生，方法有：

- 如有呼吸道感染的症狀，請盡快求診並帶上口罩，辦公室有售，每個HK\$1；
- 培養正確的洗手方法，有效預防感染或散播傳染病；
- 避免前往人煙稠密的地方，如果室內空氣不流通，請帶上口罩，注意自己及他人的健康；及
- 注意均衡飲食、定時運動、充足休息和避免吸煙，以增強身體的抵抗力。

Reference websites 參考網站:

- CUHK Health Promotion and Protection:  
[www.cuhk.edu.hk/health\\_promote\\_protect](http://www.cuhk.edu.hk/health_promote_protect) 中大健康促進及防護
- HK Department of Health Centre for Health Protection 香港衛生署衛生防護中心:  
[www.chp.gov.hk/view\\_content.asp?lang=tc&info\\_id=16615](http://www.chp.gov.hk/view_content.asp?lang=tc&info_id=16615)
- World Health Organization 世界衛生組織:  
[www.who.int/csr/disease/swineflu/en/index.html](http://www.who.int/csr/disease/swineflu/en/index.html)
- USA Centres for Disease Control and Prevention 美國疾控及預防中心:  
[www.cdc.gov/swineflu/?s\\_cid=swineFlu\\_outbreak\\_internal\\_001](http://www.cdc.gov/swineflu/?s_cid=swineFlu_outbreak_internal_001)

## XI. Facilities 第十一部份：設施

CLC continuing education students CANNOT use the facilities and services (including the University Health Service) which require the access of CUHK Link Card, a digital personal data card for CUHK staff and Hong Kong government subsidized CUHK undergraduate and postgraduate students. Services that are opened to CLC students are shown below.

本所進修部學生不能使用需要中大通出入的設施及服務，包括大學保健處。中大通是中大教職員及香港政府資助的中大本科生及研究生在中大的通行證。以下設施開放予本所學生。

### 11.1 Language Laboratory 語言實習室

The Centre has a language laboratory (Room G07, Fong Shu Chuen Building) with audio and video facilities and computer terminals. Please refer to section 1.2 for operation hours.

本所設有語言實習室(方樹泉樓 G07)，提供影音及電腦設施予學生，開放時間請參 1.2。

### 11.2 Parking 泊車

Students who frequently drive to the Centre to attend class can buy parking coupons @HK\$20, good for 5-hour parking. Application forms for buying parking coupons are obtainable at CLC General Office. Parking coupons are sold at the Security Unit near the main University entrance. The University may impound illegally parked vehicles and impose a retrieval charge on the owner.

學生若需要頻密駕車到大學上課，可購買泊車券，五小時泊車港幣二十元，請到本所櫃台索取表格，也可在大學入口向保安組購買。大學將扣留違法泊車的車輛並車主在領車時須支付費用。

### 11.3 University Buses 校巴

Large University buses for commuting around the campus are free of charge for student/staff ID card holder all year round. Buses run frequently to and from the University Station. Minibuses (capacity at 16 persons) are also available at 30 minute intervals running from the station at HK\$4.50 per trip. Exact timetables are available at the CLC General Office.

中大設有校巴。大巴運行整個校園，持學生證及職員證者可全年免費乘搭。來往大學站的大巴班次頻密。小巴（座位數十六人）每三十分鐘由大學火車站開出，每程港幣四元五角，時間表可向辦公室索取。

Download bus schedule 下載巴士時間表：[www.cuhk.edu.hk/transport\\_unit/index.htm](http://www.cuhk.edu.hk/transport_unit/index.htm)

## 11.4 The Chinese University of Hong Kong Library 香港中文大學圖書館

(See 12.2 for library card application. 申請圖書證請參 12.2)

The Chinese University of Hong Kong Library is a leading research library in East Asia with a significant bilingual collection of electronic and print resources. It comprises seven subject-based libraries: the [University Library](#), [New Asia College Chien Mu Library](#), [Chung Chi College Elisabeth Luce Moore Library](#), [United College Wu Chung Library](#), the [Architecture Library](#), the [Lee Quo Wei Law Library](#) and [Li Ping Medical Library](#) at the local teaching hospital. CUHK Library is an indispensable partner in studies and research at the University. The Library also has inspirational and award-winning study spaces and a team of library staff committed to helping users make the best use of the Library. Please visit the Library Website for more information on the collections, facilities and services provided.

[CUHK Library Website](#)

香港中文大學圖書館是東亞地區一所領先的研究型圖書館，擁有重要的雙語電子及紙本館藏。圖書館包含七所以主題為基礎的圖書館：[大學圖書館](#)、[新亞書院錢穆圖書館](#)、[崇基學院牟路思怡圖書館](#)、[聯合書院胡忠圖書館](#)、[建築學圖書館](#)、[利國偉法律圖書館](#)及位於本地教學醫院的[李炳醫學圖書館](#)。圖書館是在大學學習及研究不可或缺的夥伴，亦有啟發性及獲獎的學習空間，與致力於協助讀者能盡善地使用圖書館的圖書館職員團隊。請瀏覽圖書館網頁以獲取更多有關館藏、設施及服務的資訊。

[香港中文大學圖書館網頁](#)

## 11.5 Universities Service Centre for China Studies 中國研究服務中心

The Universities Service Centre for China Studies (USC) in the Tin Ka Ping Building provides a comprehensive, user-friendly collection of original source materials on contemporary China for scholars all over the world. The USC's library on post-1949 China is incomparable in its coverage: complete runs from the early 1950s up to the present of most of China's provincial and national newspapers; a collection of provincial yearbooks; many hundreds of county gazetteers; and a judiciously chosen collection of the most valuable books available on the mainland, many of which are unavailable elsewhere in the world. Currently USC subscribes to 2,000 magazines in Chinese and over 80 in English, and to more than 400 Chinese newspapers. USC is committed to serving scholars in contemporary China studies everywhere. Local as well as overseas researchers are eligible to use the centre free of charge. USC also organizes luncheon seminars on China studies, and runs a mainland visiting scholar scheme. Its missions include creating the best research environment, facilitating exchange between local and international scholars, and promoting social responsibility among academics.

位於田家炳樓的中國研究服務中心專門收集關於中國大陸的研究資料，其館藏之豐富及使用之方便，著稱於國際中國研究學術圈。該中心藏有大陸五十年代初期至今之全國性報章及各省省報，而地方報紙、雜誌、地方年鑑、統計資料、新編地方誌等收藏之完善，為當代中國研究圖書館之冠。中心訂有內地報紙三百多種，中文期刊近兩千種和英文雜誌八十餘種。現有中英文藏書八萬餘冊。從事中國研究的專業人士及學生，不論國別與地區，均可使用該中心的設施。中心經常舉辦中國研究的午餐研討會，並主持內地學人訪問計劃。中心的宗旨是營造最佳學術研究環境，促進中外學者交流，提倡研究為社會服務。

## 11.6 Sports Facilities 康體設施

CUHK sports fields, the University Gymnasium (The University Sports Centre) and the CUHK swimming pool are opened to CLC students by producing the CLC student card. Some of the amenities require a small fee. Application for CUHK fitness room user card is necessary before using the CUHK fitness room. Students can also consider using the public sports facilities provided by the Leisure and Cultural Services Department of the HKSAR government.

中大運動場、中大體育館(大學體育中心)及中大游泳池對持有本所學生證的學生開放，部份設施需要收費，使用中大健身室須事先申請中大健身證。學生也可考慮使用特區政府康樂及文化事務署提供的運動設施。

CUHK Sports Facility Homepage 中大體育設施網頁: [www.peu.cuhk.edu.hk/s\\_faci.htm](http://www.peu.cuhk.edu.hk/s_faci.htm)  
Leisure and Cultural Services Department 康樂及文化事務署網頁:  
[www.lcsd.gov.hk/en/ls.php](http://www.lcsd.gov.hk/en/ls.php)

## 11.7 Information Technology Services Centre 資訊科技服務處

The Information Technology Services Centre (ITSC) in Pi Ch'iu Building offers a variety of services to support teaching, research, and administration at the University. CLC students may apply for on campus Wifi access if needed. See 12.3 for application procedure.

資訊科技服務處(ITSC)位於碧秋樓，為大學之教學、科研及行政部門提供電腦服務。學生如有需要可到本所索取申請表申請校內上網服務，詳見 12.3 申請程序。

## 11.8 Canteens 學生食堂

Canteens are scattered throughout all Colleges and in the central campus, with food and drink at reasonable prices. The closest ones to CLC Fong Shu Chuen Building are Chung Chi Canteen, Cafes in Cheng Yu Tung Building and S. H. Ho College Canteen. A couple of light meal shops can be found near to the University train station. Some students may also find taking a train to Taipo station is a good alternative. For operation hours and location please see the link below. 大學飯堂遍佈各書院及校園本部，提供的食物飲料價錢合理。與研習所所處的方樹泉樓最近的食常有眾志堂、鄭裕彤樓的餐廳及善衡書院食堂，大學火車站附近有 1-2 間簡餐店，有些學生認為坐火車到大埔站食午飯是一個不錯的選擇。飯堂開放時間及位置見以下連結。

<http://www.cuhk.edu.hk/english/campus/accommodation.html>

## 11.9 Banking 銀行

There are two banks in CUHK. Hang Seng Bank, located at John Fulton Centre (H29 on the campus map) and East Asia Bank, located at Pommerenke Student Centre (Chung Chi Campus) offer full-fledged of banking services. ATM machines are also available inside the Kowloon bound exit and outside Lowu bound exit of the University Station. Travelers' checks may be the safest and easiest form to carry funds to Hong Kong in order to open an account as soon as you arrive. 恒生銀行大學分行位於富爾敦樓(地圖上 H29 位置)及東亞銀行設於龐萬倫學生中心(崇基學院)提供各類型銀行服務。在大學火車站往九龍方向閘口內及往羅湖方向閘口外均設自動提款機，旅行支票或許是攜帶資金到香港最安全的方法，以便來港後即時開設銀行戶口。

### 11.10 Groceries 雜貨店

A Park'n Shop mini-grocery is on the lower ground floor of the John Fulton Centre (H29 on the campus map). Open from 8:30AM through 9:00PM. It carries a range of fresh and processed foods, and variety items from toothpaste to screwdrivers. 百佳超級市場在富爾敦樓地下底層，除了提供日常用品，還有各種新鮮食物及副食品。營業時間是上午八時三十分至晚上九時。

### 11.11 Bookstore 書店

The University Bookstore run by Commercial Press HK is located at the first floor of Yasumoto Academic Park just opposite to Fong Yun Wah Hall. Books in Chinese and English, together with stationery, are sold there. 大學書店由商務印香港代理，位於方潤華堂對面的康本國際學術園一樓，中英文書籍及文具有售。

### 11.12 Souvenir Shop 紀念品店

Located at the ground floor of the John Fulton Centre is the university souvenir shop, selling complete series of CUHK mementos, such as pens, umbrellas and paperweights etc. CLC souvenirs can be purchased at CLC general office counter. 在富爾敦樓地下的中文大學紀念品店，售賣中文大學一系列的紀念品，包括筆、雨傘、紙鎮等等。本所的紀念品可在辦公室購買。

### 11.13 Post Office 郵局

The nearest post office to the university is located in the Shatin Government Building near to the Shatin Station. For postal services in HK, please visit [www.hongkongpost.com](http://www.hongkongpost.com). Stamps are available in convenient stores and post boxes are located in major MTR stations. The CLC General Office helps student sending out sufficiently stamped postal matters. 距中文大學最近的郵局位於沙田站的沙田政府合署，香港郵政服可參以上網址。各大便利店有郵票出售，各大地鐵站放置郵箱。研習所可為學生寄出付足郵資的信件。

### 11.14 Passport Photo Service 證件相服務

Student who want to take passport photo can visit a self-serviced photo booth in major MTR station or going to Fotomax, the closest to CUHK, in Phase 1 Level 6 New Town Plaza Shatin. 學生如欲拍攝證件相，可到主要港鐵站的自助照相服務亭，或到距中文大學最近、位於沙田新城市廣場第一期六樓的 Fotomax。

### 11.15 Personal Communication Plan 個人通訊計劃

Budget and user friendly prepaid voice and data SIM card for use in mobile phone is available for sale in convenient stores. Local network providers also offer monthly plan, which is opened to students who stay for over 6 months. Please check directly with the providers. 便利店出售經濟及方便使用的話音及數據儲值咭，適合流動電話使用。本港網絡供應商另有提供通話及上網月費計劃，適合在港逗留最少半年以上的學生，學生可向服務供應商直接查詢。

## **\*XII. Cards & Accounts Application 第十二部份：證件及戶口申請**

The application and processing of the following services are preferably done before the orientation day to avoid crowds at the service counter. Pre-arrangement form and detailed instructions are available at [www.cuhk.edu.hk/clc/download](http://www.cuhk.edu.hk/clc/download). 以下服務最好在迎新日之前辦妥，以避過開學前查詢的人潮。預先申請表及詳細步驟可供下載。

### **12.1 Student I.D. Card 學生證**

CLC students are eligible to apply for a student I.D. card at the CLC General Office. This card will entitle students to use various CUHK amenities at student price. In case of loss, please report to CLC immediately. A charge will be levied for replacement. Students are required to return I.D. cards for refunding of deposits. 本所學生可向辦公室申請學生證。如有遺失，請立即通知本所。補領新證需徵收費用。學生必須退還學生證才可取回按金。

### **\*12.2 Library Card 圖書證**

CLC students should obtain a library card first before using the library facilities of the University. Applications must be processed within the first week of a school term by paying a card fee of HK\$100 per year and to submit an electronic photo. In case of loss, report immediately to CLC. Students are required to return the library cards for refunding of their deposits. (Note: CUHK library card fee will be adjusted with effect from July 2021). 本所學生需有圖書證才可使用大學圖書館設施。申請手續必須在學期第一個星期內辦理，學生提供電子照片及付圖書證費\$100，有效期一年。如有遺失，請立即通知本所。學生必須退還學生證才可取回按金。(註：中大圖書證收費將於2021年7月調整)。

### **12.3 Campus WiFi Access 使用校內無線寬頻網絡**

For students who study 12 credits or above in a school term, they can apply for a CUHK WiFi guest account for wireless internet access on campus. Eligible students can make request at the CLC service counter. The closest WiFi access to the Centre is located at G/F of Yasumoto International Academic Park (opposite to Fong Yun Wah Hall). Alternatively, students can use the desktop computers in the language lab at G07 Fong Shu Chuen Building for internet access. 每學期修讀十二或以上學分的學生，如有需要可到櫃台申請中大的無線寬頻網絡訪客戶口，使用中大校內的無線上網服務。距研習所最近的上網點是康本國際學術園地下（方潤華堂對面）。另外，學生可考慮使用方樹泉樓 G07 室語言實習室內的電腦或固網連結個人電腦上網。

### XIII. Arrangements in the Event of Holidays, Typhoons & Rainstorms 第十三部份：假期及惡劣天氣上課安排

- There will be no class on public holiday or university holiday. 公眾假期或大學指定假期當日沒課。
- There will be no make up class for delayed or canceled class due to bad weather. 因天氣關係延誤或取消的課將不予補課。
- In times of Black Rainstorm Signal or No. 8 Tropical Cyclone Warning Signal, class arrangement will follow the required university's statute. 宣告懸掛黑色暴雨警告訊號及八號或以上颱風訊號(風球)，所有課程及考試按大學規定調整：

訊號將於/ 預定於下列時間或以後生效 # Signals is / will be in force on or after the following times #	受影響之課程 Programmes Affected	停課節數及考試時間 Sessions / Examinations suspended
上午七時 7:00 a.m.	日間課程及考試 Day-time classes and examinations	上午各節(上午九時半至下午十二時半) Morning sessions (9:30 a.m. to 12:30 p.m.)
正午十二時 12:00 noon	日間課程及考試 Day-time classes and examinations	下午各節(下午一時半至下午四時半) Afternoon sessions (1:30 p.m. to 4:30 p.m.)
下午五時 5:00 p.m.	夜間課程及考試 Evening time classes and examinations	晚上各節(下午六時半至下午九時半) Evening sessions (6:30 p.m. to 9:30 p.m.)

# 不論颱風警告訊號或黑色暴雨警告訊號是否已於開課或開考時間前除下。

Even if the Typhoon or Black Rainstorm Warning Signal has been cancelled before the class / examination commencement times.

註：教育局停課指引及勞工處惡劣天氣下值班指引並不全適用於大專院校及持續進修單位的學生，本所學生請以上述指引為依歸。

Note: suspension of classes announced by the HK Education Bureau and the employee duty guidelines made by HK Labour Bureau **are not all applicable to** students of tertiary institutions and continuing educational units. CLC students should refer to the above table for class arrangement.



Tropical Cyclone Warning Signals		Implications
<b>T1</b>	<b>Stand-By Signal No.1</b> Indicating that a tropical cyclone is centred within 800 km of Hong Kong and may later affect the territory.	<ul style="list-style-type: none"> <li>Classes or exams as usual</li> <li>Listen to radio and TV broadcast for the latest warnings</li> </ul>
<b>L3</b>	<b>Strong Wind Signal No.3</b> Strong winds are expected or blowing in Hong Kong, with a sustained wind speed of 41-62 km/h (kilometres per hour). Gusts may exceed 110 km/h. Winds are normally expected to become generally stronger in Hong Kong about 12 hours after the hoisting of this signal.	<ul style="list-style-type: none"> <li>Same as above</li> </ul>
<b>NE 東北</b>	<b>No.8 North-East Gale or Storm Force Signal</b> Gale or storm force winds are expected or blowing in Hong Kong, with a sustained wind speed of 63-117 km/h from the quarter indicated. Gusts may exceed 180 km/h.	a. Signal in force by 7:00 a.m.: morning classes will be suspended b. Signal in force by 12:00 noon: afternoon classes will be suspended c. Signal in force by 5:00 p.m.: evening classes will be suspended d. Signal lowered or changed to No.3 or under by 12:00 noon: afternoon classes will meet as usual e. Signal hoisted during a class period: classes will be suspended immediately
<b>NW 西北</b>	<b>No.8 North-west Gale or Storm Force Signal</b> Gale or storm force winds are expected or blowing in Hong Kong, with a sustained wind speed of 63-117 km/h from the quarter indicated. Gusts may exceed 180 km/h.	
<b>SE 東南</b>	<b>No.8 South-East Gale or Storm Force Signal</b> Gale or storm force winds are expected or blowing in Hong Kong, with a sustained wind speed of 63-117 km/h from the quarter indicated. Gusts may exceed 180 km/h.	
<b>SW 西南</b>	<b>No.8 South-west Gale or Storm Force Signal</b> Gale or storm force winds are expected or blowing in Hong Kong, with a sustained wind speed of 63-117 km/h from the quarter indicated. Gusts may exceed 180 km/h.	
<b>9</b>	<b>Increasing Gale or Storm Signal No.9</b> Gale or storm force winds are increasing or expected to increase significantly in strength.	<ul style="list-style-type: none"> <li>Classes will be suspended and exams will be postponed</li> </ul>
<b>+10</b>	<b>Hurricane Signal No.10</b> Hurricane force winds are expected or blowing. Sustained wind speeds are reaching upwards from 118 km/h. Gusts may exceed 220 km/h.	<ul style="list-style-type: none"> <li>Same as above</li> </ul>
Rainstorm Warning Signals		Implications
<b>Amber 黃</b>	<b>Amber Rainstorm Warning Signal</b> Heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 30 millimeters in an hour. There will be flooding in some low-lying and poorly drained areas.	<ul style="list-style-type: none"> <li>Classes or exams as usual</li> <li>Listen to radio and TV announcements for road and traffic conditions</li> </ul>
<b>Red 紅</b>	<b>Red Rainstorm Warning Signal</b> Heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 50 millimeters in an hour, and is likely to continue. Heavy rain is likely to bring about serious road flooding and traffic congestion.	<ul style="list-style-type: none"> <li>Same as above</li> </ul>
<b>Black 黑</b>	<b>Black Rainstorm Warning Signal</b> Very heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 70 millimeters in an hour, and is likely to continue. Serious road flooding, traffic congestion and landslips may occur.	<ul style="list-style-type: none"> <li>Same as (a – d) Storm Force Signal No.8;</li> <li>if signal is hoisted during a class period: classes continue, students may leave at their discretion</li> </ul>

Dial-a-Weather (Cantonese, Putonghua, English) 打電話問天氣 (粵語、普通話、英文): 1878 200. CLC class arrangement during bad weather 研習所惡劣天氣上課安排: [www.facebook.com/clccuhk](http://www.facebook.com/clccuhk) or tel: 3943 6728 (voice recording)

Teachers & students should note that broadcasted announcements on suspension of classes due to typhoon or rainstorm by the Education Department of HK **DO NOT** apply to The Chinese University of HK or the Chinese Language Center.

## XIV. Useful Links 實用連結

### Relevant Government & Quasi-government Services 政府及半公營機構相關服務

HK Visas 香港簽證	Provided by the HK Immigration Department	<a href="http://www.immd.gov.hk/eng/services/index.html">www.immd.gov.hk/eng/services/index.html</a>
Hong Kong Tourism Board 香港旅遊發展局	Events and traveling tips in HK. Many language options are available.	<a href="http://www.discoverhongkong.com">www.discoverhongkong.com</a>
Hong Kong Government Information Service 香港政府一站通	Everything you can know about Hong Kong	<a href="http://www.gov.hk">http://www.gov.hk</a>
Education services for non-Chinese speaking students, Education Bureau, HKSAR 香港特區政府教育局非華語學童教育服務	Support services to non-native Chinese speaking primary and secondary school students and their parents	<a href="http://www.edb.gov.hk/en/student-parents/ncs-students/about-ncs-students/index.html">www.edb.gov.hk/en/student-parents/ncs-students/about-ncs-students/index.html</a>
Hospital Authority 醫院管理局	Archive of HK hospitals and clinics information with health precautions in HK	<a href="http://www.ha.org.hk">www.ha.org.hk</a>
Hong Kong Post 香港郵政	Postal services in Hong Kong and to any part of the world	<a href="http://www.hongkongpost.hk/">www.hongkongpost.hk/</a>

### Hong Kong Major Transportation 香港主要交通

MTR 港鐵	HK subway and train services	<a href="http://www.mtr.com.hk">www.mtr.com.hk</a>
Kowloon Motor Bus 九巴	Local bus company	<a href="http://www.kmb.hk">www.kmb.hk</a>
City Bus 城巴	Airport bus and local bus lines	<a href="http://www.citybus.com.hk">www.citybus.com.hk</a>
First Bus 新巴	Local bus company	<a href="http://www.nwstbus.com.hk">www.nwstbus.com.hk</a>
First Ferry Limited 新渡輪	Ferry for Macau and other HK outlying islands	<a href="http://www.nwff.com.hk">www.nwff.com.hk</a>
Hong Kong & Kowloon Ferry Limited 港九小輪	Ferry for Lamma Island	<a href="http://www.hkkf.com.hk">www.hkkf.com.hk</a>
Hong Kong International Airport 香港國際機場	Connecting from HK to other nearby China cities.	<a href="http://www.hongkongairport.com">www.hongkongairport.com</a>

### Major Media in Hong Kong 香港主要媒體

South China Morning Post 南華早報	<a href="http://www.scmp.com.hk">www.scmp.com.hk</a>
The Standard 英文虎報	<a href="http://www.thestandard.com.hk">www.thestandard.com.hk</a>
Ming Pao Daily 明報	<a href="http://news.mingpao.com">http://news.mingpao.com</a>
TVB 無線電視	<a href="http://www.tvb.com.hk">www.tvb.com.hk</a>
Viu TV	<a href="http://viu.tv/">http://viu.tv/</a>
Radio Hong Kong 香港電台	<a href="http://www.rthk.org.hk">www.rthk.org.hk</a>

### Subsidy and Concession for Chinese Language Study Students (Conditions applied)

#### 漢語研修資助及折扣 (須符合指定條件)

MTR student travel scheme 港鐵公司學生乘車優惠計劃	<a href="http://www.mtr.com.hk">www.mtr.com.hk</a>
Continuing Education Fund 持續進修基金	<a href="http://www.wfsfaa.gov.hk/cef">www.wfsfaa.gov.hk/cef</a>
SME Funding Scheme (Training) 中小企培訓資助	<a href="http://www.smefund.tid.gov.hk">www.smefund.tid.gov.hk</a>
Non-means Tested Loan Scheme 免入息審查貸款計劃	<a href="http://www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm">www.wfsfaa.gov.hk/sfo/en/postsecondary/enls/overview.htm</a>
Tax Deduction for Expenses of Self-Education 「個人進修開支」扣稅	<a href="http://www.ird.gov.hk/eng/faq/sec.htm">www.ird.gov.hk/eng/faq/sec.htm</a>

### Others 其他

Independent Learning Centre 自學中心	Many user friendly Cantonese and Putonghua online learning resources	<a href="http://www.ilc.cuhk.edu.hk/EN/CHResources.aspx">http://www.ilc.cuhk.edu.hk/EN/CHResources.aspx</a>
Chinese Testing site 漢語考試服務網	Applying for HSK and BCT exam and online exam preparation resources	<a href="http://www.chinesetest.cn">www.chinesetest.cn</a>
China visa (via China Travel Service Ltd.) 中國簽證 (通過「中國旅行社」申請)	China visa is mandatory when traveling to China. Japanese staying for less than 14 days can visit China without a visa.	<a href="http://www.ctshk.com/english/useful/chinesevisa.htm">www.ctshk.com/english/useful/chinesevisa.htm</a>

笑已初春  
謝去理書

# 語音踏 結文化緣



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