



香港中文大學雅禮中國語文研習所  
Yale - China Chinese Language Centre  
The Chinese University of Hong Kong

# Handbook for Part-time Students 兼讀課程 學生手冊



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The Centre reserves the right to make any changes in its rules and regulations, procedures and services as it sees fit. 本所保留一切修訂守則、程序及服務之權利。

For latest information, please contact the Chinese Language Centre General Office. 如欲獲取最新情報，請聯絡辦事處。

January 2020

二〇二〇年一月

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# I. Introduction 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 Centre (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 2018-19 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 Mixed Mode Award-bearing Programmes 常規混合制資歷課程

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 Courses 兼讀課程

Applicable to both non-native speaking and native speaking series. Certificate and Diploma Programmes are available. Courses 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. CUHK campus in Shatin and Jordan are the key locations for the courses. Student intake in every January, April, July and October. 對外、對華課程皆適用，含證書及文憑課程。多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，沙田中大或佐敦上課，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 half-day 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
S2ab	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.cuhk.edu.hk/oal">www.cuhk.edu.hk/oal</a>

## 1.2 Opening Hours 辦公時間

CLC follows the university to run 5-day work operation. The opening hours of various CLC services are as follow:

研習所跟進大學以五天工作基制運作，之各項設施開放時間如下：

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

The Downtown Learning Centre located immediate to Jordan MTR commenced its service in July 2017. It provides enquiry and enrolment services on a part time basis from 6:00p.m. to 9:00p.m., Monday to Friday; and 10:00a.m. to 5:30p.m. on Saturday (Except on public holidays).

佐敦鐵路站直達的市區教學中心已於 2017 年 7 月啟用，提供部份時間查詢及報名服務。時間：星期一至五晚上六時至九時，星期六早上十時到下午五時三十分，公眾假期除外。

Office and classroom location map 辦事處及課室位置圖:

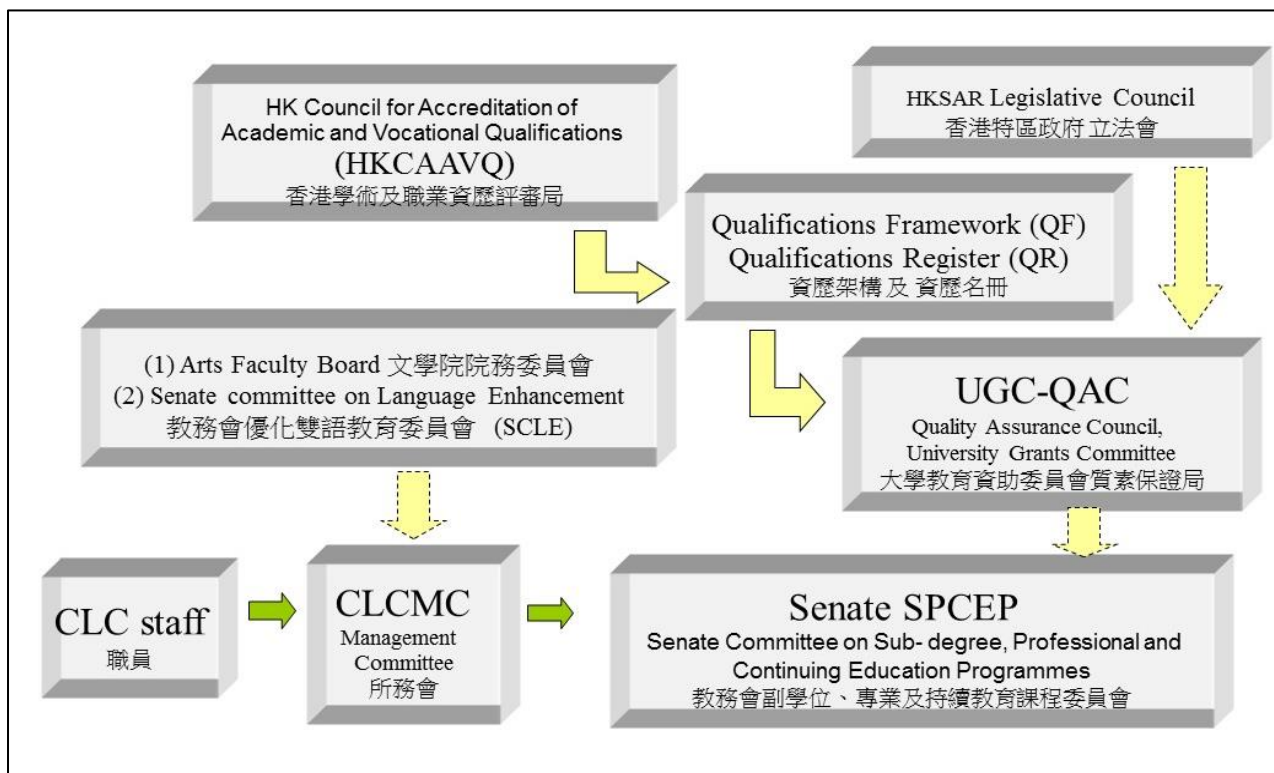
[www.ycccl.cuhk.edu.hk/?v=venue](http://www.ycccl.cuhk.edu.hk/?v=venue)



### 1.3 Programme Structure 課程結構



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



Please refer to section V 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 V 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。

Website 網頁：[www.ycclc.cuhk.edu.hk/?v=CLCHK Fund](http://www.ycclc.cuhk.edu.hk/?v=CLCHK Fund)

## II. General Regulations 一般守則

### 2.1 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. (2) Non-Hong Kong resident or non- working visa holder is required by law to apply student visa for all programmes. (3) For those who apply for non-Elementary I classes will be invited to complete a placement test. For placement guidelines please visit [www.ycclc.cuhk.edu.hk/?v=placement](http://www.ycclc.cuhk.edu.hk/?v=placement) (4) The Centre reserves the full right of student admission and requirement, including the right of refusing a student's application.

(1) 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) 非香港居民須符合入境處要求申請學生簽證方能入學。(3) 申請者若報讀非初級一課程會被邀請參加插班測試，請按入本所網頁瀏覽分班指引：[www.ycclc.cuhk.edu.hk/?v=placement](http://www.ycclc.cuhk.edu.hk/?v=placement)。(4) 本所保留一切收生的準則及權利，有權拒絕學員的申請。

### 2.2 Refund 退款

Fees paid are not refundable regardless of an applicant's attendance in the course. Fees paid are refundable in the event of the course is full, the course being cancelled or in exceptional circumstance subject to the final approval of CLC. CLC will refund the applicant concerned in form of cheque or credit card depends on the payment means the applicant used before in the settlement of the fees. If a credit card paid applicant preferred refund through cheque, the applicant is to bear the credit card service charge. If an applicant does not get the refund within 5 weeks after receiving the "Notification of Course Cancellation / Over-subscription", please check with CLC staff at 3943 6727.

In the case of unsuccessful payment through credit card and cheque by a student, the student will be charged a handling fee.

參加者不論出席率，已繳之費用恕不退還。於課程額滿、取消或於特殊情況下得到本所同意外可獲退款。退款將按申請人的付款方式以支票或信用咭處理。申請人若以信用咭支付費用，但退款時要求用支票，申請人須支付信用咭服務費。申請人如在收到「課程額滿 / 取消通知書」後五個星期仍未收到退款，請致電 3943 6727 與本所職員聯絡。

若學員的信用咭繳費未能成功入賬，或支票彈票，學員將被徵收手續費。

## **2.3 Attendance and Leave 出席率及請假**

### Roll Call 點名

Teachers check attendance in class. As stipulated by the board policy, attendance below 70% for each course will not be eligible to CUHK-CLC awards and those local Chinese residents applied for CEF will not be eligible for any reimbursement. Other certification will not be issued by the Centre as well.

老師上課時點名。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。不足次數之學員不論考試及格與否，將不獲發給任何證明，同時本地學生居民也無法從持續進修基金獲得資助。

### Arriving late or leaving early 遲到及早退

Serious lateness to or early leave from class will be regarded as absence for half of the class. 嚴重遲到或早退作缺席半次論。

### Sick leave and absence for personal reason 病假及事假

Part time programmes do not assume any sick leave and leave of absence for personal reason. 兼讀課程並無病假或事假之設定。

## **2.4 Dismissal 開除學籍**

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 Chinese University's conduct regulations (see CUHK Undergraduate Student Handbook – available at CLC's General Office).

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（詳情可參中大本科生學生手冊，可於本所櫃台借閱）

## **2.5 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。

## **2.6 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。

## **2.7 Loss of Borrowed Material 遺失借用物資**

For those who want to borrow AV materials and books from CLC or CUHK library system should pay a deposit first of HK\$2000. 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，本所將從學生預先繳付的港幣二千元按金扣除物資損失之金額。

## **2.8 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。

## **2.9 Photo Taking by CLC Staff and the Use of the Photo 校方拍攝及相片之運用**

CLC staff may, from time to time, taking photos during class or activities. These photos may be used for internal reports and for display and publication like student newsletter, programme brochures, presentation and bulletin board. Representing photos will also be put onto the photo gallery section in the CLC official web site, and for special occasions, be placed on the CU forum for login and exchange of photos among CLC students.

本所職員間中在上課時間或活動中拍照，相片將用作報告、推廣或出版用途如學生通訊、課程指南、發表及壁報。具代表性的相片將置放在本所網頁「相片集」環節在有需，並在特殊的情況下，置放中大網上論壇讓本所學生登入互相交換相片。

If any student is feeling uncomfortable on the photos being used, please express your wish by writing to the general office.

若有學生對於相片的運用感到不安，請書面向辦事處表達意願。

## **2.10 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, whether on campus or downtown classroom, 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（沙田校園及市區教學中心）等候，主動接觸學生做研究或推銷。

## **2.11 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。

## **2.12 Smoking 吸煙**

Healthy Campus no smoking indoor and outdoor.

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.

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.

健康校園室內室外禁止抽煙。

<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

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)

## **2.13 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 Flu and other disease. Students are reminded to observe good personal and environmental hygiene.

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

括人類豬型流感及其他流行病之預防。學生請保持個人及環境衛生。

More updates on website 最新資訊可瀏覽網頁: [www.cuhk.edu.hk/health\\_promote\\_protect](http://www.cuhk.edu.hk/health_promote_protect)  
Please keep classroom clean. Eating & Drinking is prohibited in classroom. 請保持課室清潔，課室內嚴禁飲食。

## **2.14 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. For details on the University's policy and procedure against sexual harassment, please visit web site:

[www.cuhk.edu.hk/policy/harass](http://www.cuhk.edu.hk/policy/harass). Enquiry hotline: 3943 8716

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，請瀏覽網頁：

[www.cuhk.edu.hk/policy/harass](http://www.cuhk.edu.hk/policy/harass). 查詢熱線：3943 8716

## **2.15 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.yccclc.cuhk.edu.hk/?v=download](http://www.yccclc.cuhk.edu.hk/?v=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。

## **2.16 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 Arrangement 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 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。

#### 3.2 Programme Transfer 課程轉修

Most part-time 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.

本所提供的大部份兼讀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註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。

#### 3.3 Course Transfer 科目轉修

Transfer to another course is permitted without an administrative charge if the enrolled course is full or cancelled. In any other events, transfer to another courses can only be made subject to the approval of CLC, and subject to paying the administrative charge of **HKS\$200** via cheque, bank draft or credit card. This application must be made no less than one week before commencement date of the enrolled course. Late application will not be considered. Furthermore, fees paid and the related studentship cannot be transferred from one person to another.

於課程額滿或取消的情況下學員可獲准不用繳行政費轉修另一課程。在其他以外的任何情況下，學員必須得到本所同意及以支票 / 銀行本票或信用咭繳交手續費**港幣二百元**才可轉讀另一課程。此項申請須於已報讀課程之開課日期前一星期提出，逾期恕不受理。此外，學員已繳之學費及其學額不得轉讓他人。

#### 3.4. Lesson transfer 課堂轉換

You are allowed to attend the class you registered for a particular schedule only. Attending other class of similar level is **not allowed**. E.g. you registered for weekday evening class



and absent in some lessons. You want to attend some lessons of the Saturday class of the same level. That is not allowed.

你只可以在已註冊的科目及時間上課。即使水平一樣，到其他班上課是不允許的，例：你註冊了平日晚間的課，但缺席了，希望在週末同程度的班補上課，這種情況是不允許的。

### **3.5 Student mix and student diversity 學生組合及多樣性**

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。

### **3.6 Medium of teaching 教學語言**

CUHK-CLC Putonghua courses teach simplified Chinese. All Cantonese teaching materials, if including Chinese characters, will be printed in traditional Chinese. Chinese reading and writing modules mainly teach traditional Chinese characters.

本所對外漢語普通話課程將教授簡體字。廣東話課程教材若含漢字則以繁體字表達。中國漢字專門讀寫班以教授繁體字為主。

Teachers in class speak mainly the language taught. Speaking English or Japanese (depends on course type) is only done in times in need.

授課時，老師主要採用所授的語言。英語及日語解釋（視乎課程種類）只在有需要時才使用。

### **3.7 Placement 分班**

- Course coordinator/ Division head will judge from the background and learning history of the applicants to place them to the right course. 課程統籌或組長從學生的背景及學習歷史判斷學生適合哪一班
- Students can visit the office to browse over the textbooks and judge whether you are suitable to a course. 學生可親臨辦事處瀏覽教材，自行判斷自己適合哪一班
- For Putonghua non-beginners, please download and return the written test available online. 普通話非初學者可在網上下載筆試，完成後交回本所。
- For Putonghua or Cantonese non-beginners who want their speaking level be assessed for accurate placement, you can do so by completing the oral placement online and send in the sound files as instructed. 普通話或廣東話非初學者若需要口語分班，可按網上指示完成口試錄音並交回本所。
- If a student wants to talk to a teacher in person in the placement process, a fee of

HK\$300 per language will be charged. This charge, however, will be waived if the student is an eligible Continuing Education Fund applicant applying for Putonghua programmes for native Chinese speakers. 學生欲與老師直接對話分班，將收取每語言港幣三百元。合資格申請持續進修基金的華語人士普通話班者可獲豁免費用。

- There are strict requirements for non-local people applying for courses for native Chinese speakers. For details, please visit: [www.ycclc.cuhk.edu.hk/?v=FAQ\\_PT](http://www.ycclc.cuhk.edu.hk/?v=FAQ_PT). 非本地人士欲報讀華語人士班必須符合本所的嚴格規定，詳見 [www.ycclc.cuhk.edu.hk/?v=FAQ\\_PT](http://www.ycclc.cuhk.edu.hk/?v=FAQ_PT)
- Placement homepage 分班網頁: [www.ycclc.cuhk.edu.hk/?v=placement](http://www.ycclc.cuhk.edu.hk/?v=placement)

### 3.8 Tests/ Exams Exemption Request 考核豁免申請

This option is offered to those who study the course just for interest. However, applicants are advised to review this option carefully due to the following reasons: the courses offered are registered CUHK awarding-bearing courses. Participating in and passing the assessment is statutorily required by the Continuing Education Fund; by CUHK in consideration for issuing an award-bearing certificate; and in many cases, required by employers in endorsing study reimbursement of an employee. Tests/ exams exemption request, once made, is irrevocable, and there will be no adjustment in the fees.

研習所提供這選擇是為了方便純粹因興趣而研修的學生，但申請者宜慎重考慮這個決定，因為本所提供的都是註冊之中大資歷課程。法定要求學生參加並通過考核，方能有機會獲取持續進修基金及中大頒授的資歷證書；且很多僱主在考慮資助僱員參加課程時，都要求僱員參加考核並達到一個水平。考核豁免申請如獲接納，將不能撤回，學費上也不會有調整。

The tests/ exams exemption request must be addressed directly to your corresponding course coordinator within first week after commencement date of the corresponding programme by signing a declaration which is available from this link: [www.ycclc.cuhk.edu.hk/?v=download](http://www.ycclc.cuhk.edu.hk/?v=download) Grade report will not be issued at the end of the course to those who applied for this option. Instead, a Certificate of Attendance will be issued to those whose attendance rate has reached at least 70%.

考核豁免申請須於開課後一週內向所屬課程統籌提出，請填妥以下連結的表格：[www.ycclc.cuhk.edu.hk/?v=download](http://www.ycclc.cuhk.edu.hk/?v=download)。這類學生在學期結束後將不會獲發成績單。如若出席率達七成可獲發「出席證明書」。

### 3.9 Recording by teachers during oral examinations 口試錄音

The teachers may record students' oral exams for future reference, review and for teacher training purpose.

老師或會為學生的口試錄音作日後回顧、參考及作老師培訓用途。

### 3.10 Course questionnaire and re-enrolment form 課程問卷及續讀意向表

Students are requested to express their views about the programme in form of questionnaires at the end of each module. These questionnaires will be analyzed and

studied seriously as a mean of programme quality control.

每單元結束前學生將獲發課程問卷，分析結果將作改善本所課程。

A re-enrolment form will be given to students by the end of a module. Those who continue the study will be exempted from the application fee.

學生在每單元結束前將獲發續讀意向表，繼續升學的學生可獲豁免報名費。

### **3.11 Selling of teaching materials 教材銷售**

The teaching materials used in class are mostly under regular pedagogy review, and can only be used effectively with the guidance in class by trained teachers. It is a policy of CLC to sell relevant teaching materials only to those who enrolled into the corresponding class. In case the students quit the programme, they are allowed to acquire teaching materials one level upper than the last committed course. Some textbooks have already been officially published and are available for sale to public in Swindon bookstore and the Centre.

本研習所定期修訂課上所用的教材。教材只有在受訓老師的指導下使用才能發揮最好的效果。本所規定指定教材只售予註冊指定班組的學生，若學生退學，他們只限購買比退學前高一級的教材。有部份教材已正式出版並公開發售，學生可到辰衡書局或本所購買。

Some non-native Chinese speakers may find “Flash Cards - 1000 Basic Chinese Characters”, an optional learning aid useful in learning reading and writing traditional or simplified Chinese characters. It is available for sale in CLC Shatin office or Swindon bookstore.

有外語人士認為輔助教材「基本一千中國字」能幫助他們認識中國繁體字或簡體字的讀寫，此教材在本所沙田辦事處及辰衡書局有售。

### **3.12 Teacher-on-duty 當值老師**

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

全職老師在教學以外安排當值時間，在沙田校園解答學生的疑問。當值時間表已張貼在沙田辦事處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。

### **3.13 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 to and no special attention should be given to the auditors. 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。

### **3.14 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。

## **IV. Course Assessment 課程評核**

### **4.1 Test, exam and assessment 測驗、考試及評核**

All assessments will be conducted in class. Unless otherwise specified, those who absent from test will receive zero score for that particular test. Regarding make-up examination, please see section 4.4 for details.

所有考試於課堂上舉行，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 4.4。

The teachers may record your oral exam for future reference, review and for teacher training purpose. 老師或會為學生的口試錄音作日後回顧、參考及作老師培訓用途。

Your teacher will announce the test date and scope. For sample test, please see section 4.7. 測驗日期及範圍，請留意老師公佈。試題範例請參 4.7.

### **4.2 Promotion and Grade Report 升級及成績表**

Those who receive pass grade and whose attendance reach 70% are eligible for the next higher level course. Grade report will be sent by post within one month after the final examination. The grading system is listed in 4.3.

成績及格，出席率達七成者可報讀下一階段之課程。成績通知將於期末考試後一個月內郵寄予學員，成績評核參 4.3。

Those who discontinue for two or more school terms have to be reassessed in the placement test, in order to advance their study.

相隔兩學期或以上再繼續進修者，必須參加入學考試。

About certificates and issue of other certification, please refer to Part V. 關於證書及其他證明的發行，請參第五部份

### 4.3 CUHK-CLC Grading System 評分標準

All assessments will be conducted in class. Assessment results of students would be used for teaching-related research.

所有考試於課堂上舉行。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

### 4.4 Make-Up Lessons and Exams 補課及補考

#### 4.4.1 Make-up class for bad weather cause 惡劣天氣原因補課

As a general policy in all the tertiary institutions, no make-up class will be organized for class suspension due to bad weather. For more information, please see section IX.

按一般大專院校政策，因惡劣天氣停課的班將不會安排補課。詳見第 IX 部份。

#### 4.4.2 Make-up lesson due to students' personal reason 因個人理由補課

There is not any make-up lesson for students who absent in class. Sitting in other class of a similar level is not allowed. 缺席的學生不會安排補課，到同程度的其他班當作補課是不允許的。

#### 4.4.3 Make-up exam arrangement for part-time programmes 兼讀課程補考安排

In compliance with the CUHK and HKSAR Qualifications Framework's quality assurance standard, make-up exam is not encouraged. However, after considering the various factors students might face in their learning, the Centre offers refined arrangement with effect from January 2017 based on the following principles:

為了配合中文大學及資歷架構的課程品質標準，研習所不鼓勵補考。惟考慮學生在學習過程中遇到的種種因素，研習所於 2017 年 1 月起優化現有措施，按以下準則給予學員補考機會：

##### 1. Principles 原則:

- Only term-end (final) exam can be make-up. There is NO make-up arrangement for other course assessment such as periodic tests, dictations, presentations and mid-term exam. 只有期末考試才能安排補考。其他課程評估如階段測驗、默書、演講及期中考試等均不能提供補考；

- (b) If a student could not attend term end oral exam due to personal reasons, the student should talk to the teacher beforehand and arrange the make-up exam to be held BEFORE the official exam date. Marks will not be deducted. 如學生因事未能參加期末口試，可由任課老師安排提前考試，不扣分。
- (c) If a student is absent from the final oral exam due to illness, by showing to the teacher the medicate certificate issued by a registered medical practitioner, a make-up exam using phone or Skype can be arranged as soon as possible between the student and the teacher. Marks will not be deducted. The date of the make-up exam should be scheduled within 2 days after the medical certificate prescribed sick leave period. 如因病臨時不能出席期末口試，只要能提供註冊醫生證明，可師生協商儘快以電話或 Skype 補考，不會扣分。補考日期應定於醫生證明的病假到期日後的兩天內。
- (d) If a student is absent from the final oral exam, cannot advance the schedule before hand and cannot produce a medical certificate, he/ she still can apply for a make-up test. The test using phone or Skype should be arranged as soon as possible between the student and the teacher. Marks will be deducted by 20% in compliance with the prescribed policy. 如缺席期末口試，但未能提供醫生證明也未能提前考試，都可以申請之後儘快以電話或 Skype 補考，但要按規矩減分 20%。
- (e) In whatsoever circumstances, a make-up exam shall be taken no later than one week after the official final oral exam date. 不論任何情況，期末口試的補考必須在正式考試日期後一週內完成。

## 2. *Other notes* 其他須知

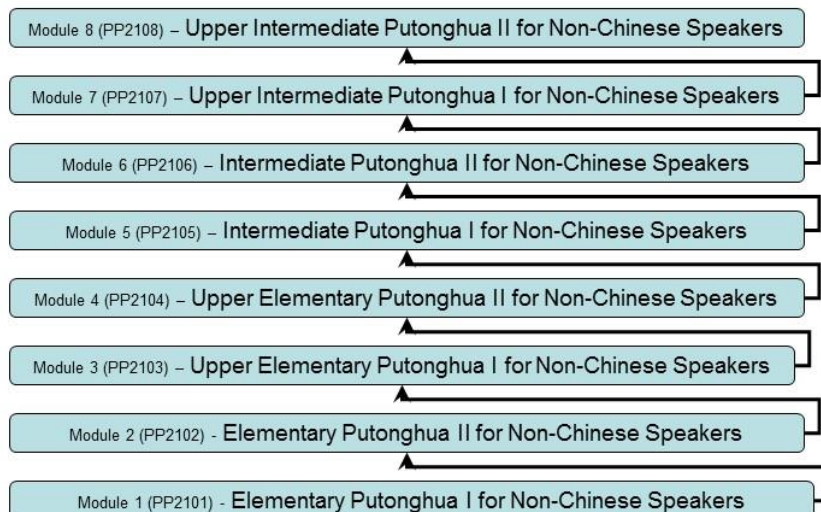
- Starting from January 2010, each course will be arranged one more test during the study period. The final grade of the course will not count the least scoring test. 2010 年 1 月起，每科在課程中將安排多一次測驗，總成績將不計算成績最差的一次測驗
- Putonghua speech presentation: reschedule is only acceptable for a date before the prescribed presentation date instead of after. 普通話科演講：若要改期，只可在指定演講日之前，不可延後。
- Make-up term-end exam will not be counted toward the attendance rate. 期末考試補考時數不計算在出席率內；
- Students should follow the class schedule to have lessons and exams. If students switch class or attend exam of other class as they wish, the attendance will not be counted and the test paper will not be graded. 學員應按所屬班別的時間表上課與考試。學員若隨意轉班或參與別班的考試，其出席率將不獲承認，其試卷也將不獲批改；
- There is no make-up class. 課程不設補堂。

## 4.5 Assessment for non-native Chinese speaking series 外語人士系列評估方法

### Foundation Certificate Programme in Chinese as a Foreign/ Second Language (Putonghua)

#### 對外漢語(普通話)基礎證書課程

Qualifications Register registration no: 18/000037/L2. QF level=2  
Effective from 5 May 2008



#### Award requirement:

- completion of any two modules.
- Attendance: minimum 70%
- Subject to satisfactory assessment.

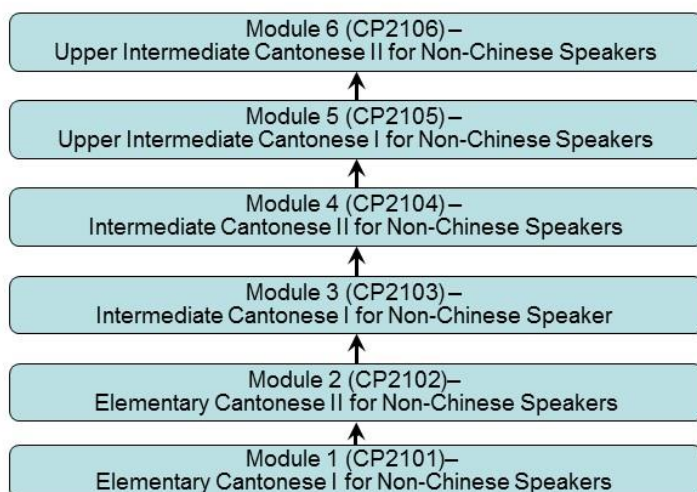
#### Assessment criteria:

- Instructors' assessments: 10%
- Listening quiz: 30% (best 3 out of 4)
- Written quiz: 30% (best 3 out of 4)
- Oral Test: 20%
- Speech presentation: 10%

### Foundation Certificate Programme in Chinese as a Foreign/ Second Language (Cantonese)

#### 對外漢語(粵語)基礎證書課程

Qualifications Register registration no: 18/000039/L2. QF level=2  
Effective from 5 May 2008



#### Award requirement:

- completion of any two modules.
- Attendance: minimum 70%
- Subject to satisfactory assessment.
- Courses with Levels higher than module 6 are available. Studying of those courses will not be counted towards the eligibility of the award.

#### Assessment criteria:

- Please refer to the study schedule as distributed during the first week of lesson.



## Foundation Certificate Programme in Integrated Chinese Communication for Workplace

### 職業中文綜合溝通基礎證書課程

Qualifications Register registration no: 18/000045/L2. QF level=2

Effective from 4 October 2017

#### **Chinese reading electives**

Daytime course with mixed mode programme:  
CLCC1113, CLCC2253, CLCC3353, CLCC4403A,  
CLCC4503A, CLCC4633A, CLCC4633B.

Part-time evening/ Saturday courses: CLCE11103B,  
CLCE2203B, CLCC2203B, CLCC3303, CLCC4403B,  
CLCC4503B, CLCC4633C, CLCC4633D.



#### **Chinese (Cantonese) speaking electives**

Daytime course with mixed mode programme:  
CLCC1123, CLCC2223, CLCC3323, CLCC4413,  
CLCC4443, CLCC4513, CLCC4543, CLCC4603,  
CLCC4613, CLCC2913, CLCC4913.

Part-time evening/ Saturday courses: CP2101,  
CP2102, CP2103, CP2104, CP2105, CP2106,  
CP2107, CP2108

#### **Award requirement:**

- Total study hours of no less than 80 hours. (i.e. 2 weekend/ Saturday courses or 3 Regular daytime courses)
- Course component should include at least one Chinese reading elective and one Chinese speaking elective.
- Attendance: minimum 70%
- Subject to satisfactory assessment.

#### **Assessment criteria:**

- Please refer to the study schedule as distributed during the first week of lesson.

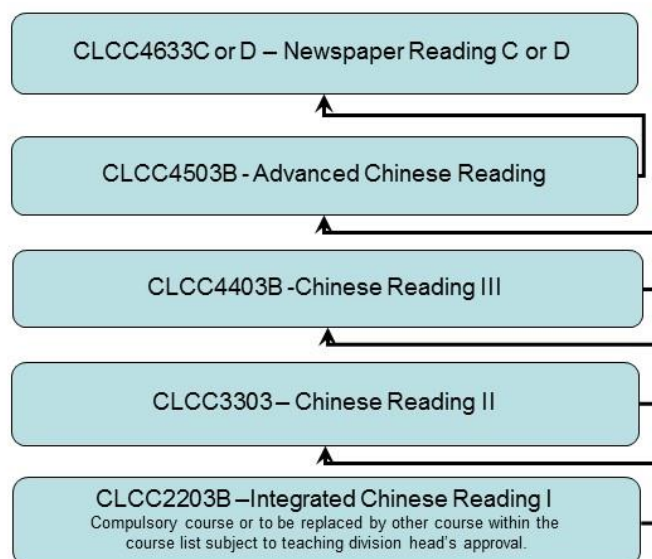
Students should note that course hours are different between a part-time course (40 hours) and a Regular course (33 hours). A student has to take 3 Regular courses instead of 2 to fulfill study hour requirement.

## Foundation Certificate Programme in Chinese Reading

### 中文閱讀基礎證書課程

Qualifications Register registration no: 18/000044/L2 QF level=2

Effective from 4 October 2017



#### **Award requirement:**

- Total study hours of no less than 80 hours. (i.e. 2 weekend/ Saturday courses or 3 Regular daytime courses)
- Attendance: minimum 70%
- Subject to satisfactory assessment.

#### **Assessment criteria:**

- Please refer to the study schedule as distributed during the first week of lesson.

A common study path is shown here for part-time evening/ Saturday study. Other course combinations are available for daytime study merging with the Regular programme. Interested students please consult the office staff. Students should note that course hours are different between a part-time course (40 hours) and a Regular course (33 hours). A student has to take 3 Regular courses instead of 2 to fulfill study hour requirement.

## 4.6 Assessment for Native Chinese Speaker Series 華語人士系列 評估方法

### 粵語(華語人士)證書課程

(資歷名冊編號: 18/000042/L2, 資歷級別=2)

生效日期: 2008年5月5日起

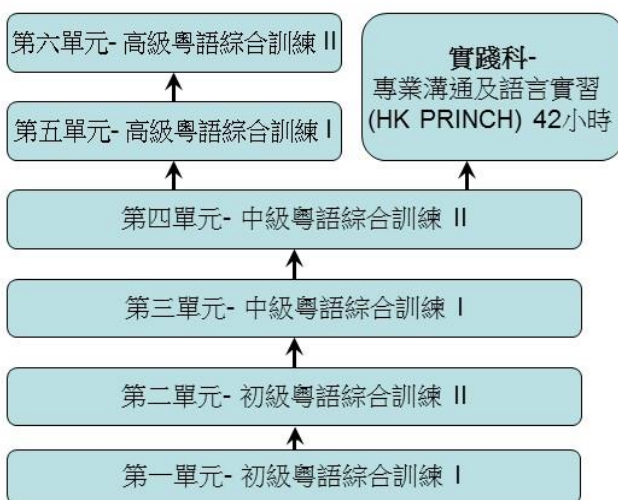
### 粵語(華語人士)文憑課程

(資歷名冊編號: 18/000043/L3, 資歷級別=3)

生效日期: 2008年5月5日起

資歷要求:

1. 每單元平均分合格;
2. 出席率:最少70%;
3. 修讀足夠單元:
  - 證書課程:在兩年內完成任何2個單元。
  - 文憑課程:(2016年1月前入學)在兩年內完成任何4個單元。(2016年1月或之後入學)在兩年內完成5科(最少200教學小時)



評分標準

請參照課程第一周派發的學習進度表

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### 普通話(華語人士)證書課程

(資歷名冊編號: 18/0009040/L2, 資歷級別=2)

生效日期: 2008年5月5日起

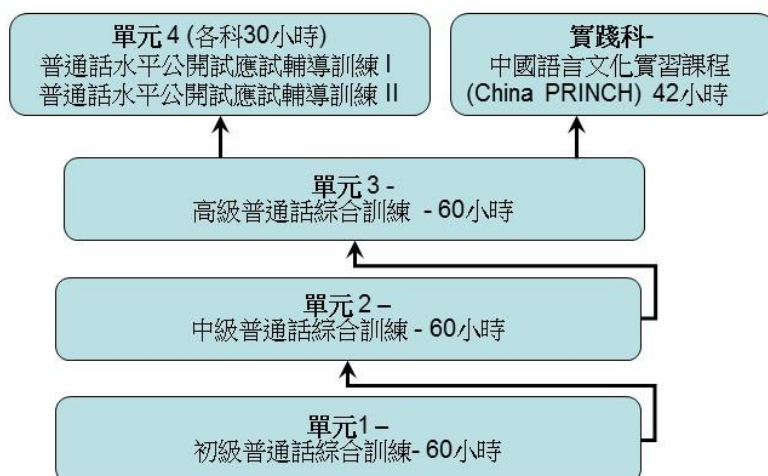
### 普通話(華語人士)文憑課程

(資歷名冊編號: 18/000040/L3, 資歷級別=3)

生效日期: 2008年5月5日起

資歷要求:

1. 每單元平均分合格;
2. 出席率:最少 70%;
3. 修讀足夠單元:
  - 證書課程:在兩年內完成任何2個單元 (120教學小時)。
  - 文憑課程: (2016年1月或之後入學)在兩年內完成4科(最少222教學小時)。(2016年1月之前入學)在兩年內完成3個單元(最少180教學小時)。
4. 除此之外,申請持續進修基金者須在指定基準試中獲取合格成績。



評分標準

- 階段小測驗 45%
- 結課口試 30%
- 演講 25%



CEF編號: 證書課程: 24C058392, 文憑課程: 24L058409.  
初級普通話綜合訓練: 24Z05583, 中級普通話綜合訓練: 24Z05591.  
高級普通話綜合訓練: 24Z055605, 應試輔導訓練: 24Z051057

## 4.7 Test Samples for Putonghua Programmes 普通話課程試題範例

### 4.7.1 Test Samples for Non-native Chinese Series 外語人士系列試題範例

#### Mid term exam

- 一. Make sentences with all the given words (sequence can be altered) and provide the English translation of the sentences you have made:  
我们          老师          女
- 二. Unscramble the following into normal sentences.  
什么          想          晚上          今天          你          做
- 三. Please put tone marks on top of the following characters.  
游泳          办公室          加拿大
- 四. Please answer the following questions with reference to the picture below.  
餐厅在哪儿?

#### Final exam

- 一. Make sentences with all the given words (sequence can be altered) and provide the English translation of the sentences you have made:  
怎么          问          去
- 二. Unscramble the following into normal sentences.  
This is the stuff bought in Kowloon Tong.  
在          的          是          这          东西          就          买          九龙塘
- 三. Please put tone marks on the following characters.  
四百块钱          电影票          没问题
- 四. Answer the following questions with reference to the picture below.  
David 现在在哪儿? 他在那儿做什么?

## 4.8 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. Awards and Certificates 資歷等級及證書

### \*5.1 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 mixed-mode 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，以混合制模式修讀的有 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 2018 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 2018 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 1 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 1 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 2018 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 2018 年 1 月 4 日起持續有效。

## 5.2 CUHK-CLC part-time courses and awards 兼讀資歷課程及資歷證書

### 5.2.1 Eligibility 資格

Part-time programmes are opened to non-native and native Chinese speakers. CUHK-CLC offers awards at QF level 2 in part-time non-native speakers' programmes and at QF level 2 to 3 in part-time native speakers' programmes. Awards are given based on the following four criteria:

- (a) Study modules and study period 修業單元及修業期
- (b) Level attained 達到程度
- (c) Attendance 出席情況
- (d) Result and classes 成績等級

To be eligible for an award-bearing certificate for part-time courses, a student must:  
若要獲得兼讀課程資歷證書，學生必須：

(a) Study modules and the study period 修業單元及修業期間

(b) Level attained 達到程度

- Attain a minimum pass grade in each of the module. For details of part time course assessment criteria and course structure, please refer to section 4.5-4.6. 每單元成績合格。兼讀課程之評分標準與課程結構請參 4.5-4.6
- Complete the courses within 2 years 兩年內完成課程.

(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

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)

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### **5.2.1. Award certificate issuing procedure for non-native Chinese programmes 非華語人士課程申領資歷證書程序**

- Within the maximum study period of 2 years for a part-time award-bearing programme, the respective award certificate is to be issued for once only. This restriction is not applicable to students who apply for studying the same programme after its maximum study period. 在同一兼讀資歷課程期限的兩年內，資歷證書只發一次。如學生在兩年後重新報名同一課程不在此限。
- Credits earned from the same course can be used to claim programme award for once only. 同一科目的學分只能用於申領證書一次。
- In the case of lost certificate, replacement is possible with a fee after self-declaration and staff's verification. 若遺失證書需要重發，在職員核實、學生填寫聲明和付費後本所可以重發。
- Credit transfer option: see 5.4. 學分轉移選擇: 見 5.4 項。

#### **Processing time for award certificate. 發出資歷證書的時間**

- (a) For Putonghua Elementary I to Upper Elementary II students only: the Foundation Award Certificate will be issued to eligible students within 3 months after the completion of the second studied course within the programme framework. 只限普通話初級 I 至初上級 II 的學生: 合資格學生在修畢課程框架內的第二科後三個月，本所將發基礎資歷證書。
- (b) For all Cantonese students and Putonghua students who studied Intermediate Putonghua I or above:
  - A notification will be sent to eligible students to seek their confirmation on the use of credits after your completion of the second course within the Foundation Certificate Programme framework. Students can opt for the Foundation Award or to transfer credits to other higher award programmes which are usually available in mixed-mode or daytime mode. Students who abstained from credit transfer will receive the Foundation Award certificate 3 months after receipt of the confirmation form. 所有廣東話學生及修中級 I 或以上程度的普通話學生: 學生修畢基礎課程框架內的第二個科目後，本所會向合資格學生發出通知書，學生可選擇領取基礎資歷證書或轉移學分到其他更高水平的資歷課程 (通常在白天上課或混合制模式進行)。學生若不選學分轉移，本所將在收到學生的確認回條後三個月發出基礎資歷證書。
  - If students do not return the confirmation form to express their intention on the further use of credits earned from part-time courses in other CLC higher award programmes within 2 years after the end of the last course taken related to the Foundation Certificate Award, the Centre will regard the students to have abstained from the credit transfer option. The Centre will proceed to the application of the Foundation Certificate Award. The credits used in the Foundation Certificate Award cannot be re-used in other CLC programmes. 學生若在兩年內沒有回覆確認回條就證書/學分安排表態，本所將預設學生放棄學分轉移並向合資格者發出基礎資歷證書。在基礎證書使用過的學分不能在本所其他課程上重用。



- Collection of the certificate: Those who reside in Hong Kong are expected to pick up the certificate in person. The Centre is not responsible for any consequences due to late picking up or any postal fault. Besides, students are reminded to duly update their correspondence with the Centre. For detail, please refer to section 2.15. 領取證書: 在港人士應親臨本所領取證書, 本所不會就學生延期領取或郵誤負責。另一方面, 請學生及時主動聯絡本所提供最新聯絡方法, 詳情見 2.15 項。

### **5.2.3. Certificate arrangement for native Chinese speakers PTH programmes 華語人士普通話課程學生申領證書須知**

The above captioned programmes can lead to “Certificate” level or “Diploma” level. Eligible students for award should fill in designated form first before CLC staff can handle your certificate request. The form will be distributed on class of “Intermediate II” and “Advanced II”. Students can also download it from CLC web site. 因上列課程可達至「證書」或「文憑」程度, 合資格申領資歷證書的學生必須填寫指定表格, 本所才會受理。表格將在中級二及高級二課程時派發, 或可在本所網站下載。

## **5.3 CUHK-CLC mixed mode courses and awards 混合制資歷課程及證書頒發**

CUHKCLC also provides award-bearing programmes earned by mixed mode or weekday day-time study to non-native speakers of Chinese. Classes will be held in CUHK Shatin campus. Please visit website for details: [www.ycclc.cuhk.edu.hk/?v=full-time](http://www.ycclc.cuhk.edu.hk/?v=full-time)  
研習所為外語人士設混合制及平日日間資歷課程, 上課地點在中大沙田校園, 詳情請參網頁 [www.ycclc.cuhk.edu.hk/?v=full-time](http://www.ycclc.cuhk.edu.hk/?v=full-time)

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

With effect from Summer Term 2015, students can transfer the unused study credits earned from the specific CLC part-time courses (usually at Foundation Certificate level) to the Regular award-bearing programmes (held during daytime for Advanced Diploma, Diploma and Certificate award in Chinese as a Foreign/ Second Language). This is an initiative of the Centre in response to the life-long learning need of our students. Conditions apply. More information at [www.ycclc.cuhk.edu.hk/?v=download](http://www.ycclc.cuhk.edu.hk/?v=download).  
由 2015 年夏季開始, 學生可申請把部份未使用的兼讀課程學分(通常是基礎證書程度)到混合制常規資歷課程上(證書、文憑及高等文憑程度)。這是本所一項貫徹學生持續進修實踐的措施, 須符合若干條件, 詳情見 [www.ycclc.cuhk.edu.hk/?v=download](http://www.ycclc.cuhk.edu.hk/?v=download).

## **5.5 Credits transfer to other schools and transcript 他校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。

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

Each student will be entitled to a Grade Report upon completion of a course. The Grade Report will be posted within one month after completion of the course. Certification of Attendance can also be provided upon request at a small fee to those whose attendance rate is 70% or above. 學生修畢一課程可獲發成績單，成績單將於課程結束後一個月內寄出。在出席率達七成的情況下，學生也可付費申請出席證明。

Those who opted for not taking the exams, or failed in the exam whose attendance reaches 70% will be given Certificate of Completion by the Chinese Language Centre without extra charge. 選擇不參加考試之學生或在未能在考試中及格的同學，若其出席率達七成，可獲本所免費簽發「修業證明書」（又名「聽講證」）

## **5.7 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。

## VI. Chinese Language Benchmarking Exams 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 and BCT. Except for these two 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 及 BCT 的認可考點，這兩個考試以外，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。

### 6.1 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: [www.yccl.cuhk.edu.hk/?v=copa](http://www.yccl.cuhk.edu.hk/?v=copa)



## 6.2 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 centre in Hong Kong. The 2019 test date is April 14, August 17 and December 1 respectively.

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一，2019 年考試將於 4 月 14 日、8 月 17 日及 12 月 1 日舉行。



Website 網址：[www.yccl.cuhk.edu.hk/?v=HSK](http://www.yccl.cuhk.edu.hk/?v=HSK)

## 6.3 BCT (Business Chinese Test) 商務漢語考試

Introduction: The BCT is a State-level standard test to assess Chinese proficiency levels of non-native speakers engaged in business activities. It consists of two papers namely BCT (listening and reading comprehension), and BCT (oral and writing). CLC serves as a test centre since 2011 and the test is held once a year.

簡介：商務漢語考試是為測試第一語言非漢語者從事商務活動所應具有的漢語水平而設立的國家級標準化考試，考試由 BCT（聽・讀）和 BCT（說・寫）考試組成。CLC 在 2011 年成為考點，每年舉辦考試一次。



Organizer and certificate issuer: National Hanban

主辦單位及發證機關：國家漢辦

Website 網址：[www.cuhk.edu.hk/clc/bct](http://www.cuhk.edu.hk/clc/bct), [www.chinesetesting.cn](http://www.chinesetesting.cn)

## 6.4 Others 其他

### 6.4.1. PSC (Putonghua Shuiping Ceshi) 國家語委普通話水平測試

For native-speakers of Chinese. The PSC test centre in CUHK is operated by Centre for Research and Development of Putonghua Education (CRDPE). 第一語言漢語者適用。中文大學的 PSC 考點由香港教育研究所普通話教育研究及發展中心執行。

Website 網址：[www.fed.cuhk.edu.hk/~pth/psc.php](http://www.fed.cuhk.edu.hk/~pth/psc.php)

## VII. Student Activities & Support 學生活動及支援

### 7.1 Course Enquiry 課程查詢

Please contact the corresponding staff if you have any question about the course.

若對課程有任何查詢，請聯絡有關職員。

#### 兼讀晚間課程統籌

Foundation Certificate Programme in Chinese as a Foreign/ Second Language (Putonghua) 對外漢語(普通話)基礎證書課程	Ms. Doris WONG 黃美賢女士	3943 6730
Foundation Certificate Programme in Chinese as a Foreign/ Second Language (Cantonese) 對外漢語(粵語)基礎證書課程	Ms. Shadow LUNG 龍心怡女士	3943 6729
Foundation Certificate Programme in Integrated Chinese Communication for Workplace 職業中文綜合溝通基礎證書課程		
Foundation Certificate Programme in Chinese Reading 中文閱讀基礎證書課程		
Foundation Certificate Programme in Chinese Local Language and Culture (Cantonese) 中國地方語言文化(粵語)基礎證書課程		
Foundation Certificate Programme in Chinese Characters 漢字基礎證書課程		
粵語 (華語人士) 證書課程		
粵語 (華語人士) 文憑課程		

#### Teaching Division Head 教學組長

Course 課程	Contact staff 聯絡職員	Tel. No 電話號碼
Cantonese courses and Chinese reading courses 廣東話及中文閱讀課程	Dr. LEE Siu Lun 李兆麟博士	3943 6727
Putonghua courses for non-native Chinese speakers 普通話課程 (外語人士系列)	Ms. LI Yun 李耘老師	
Putonghua courses for native Chinese speakers 普通話課程 (華語人士系列)	Ms. LI Yun 李耘老師	

## 7.2 Financial Aids 進修資助

### **7.2.1. 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。

### **7.2.2. 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新雅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。

### **7.2.3. 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。

## **7.3 CUHK online resources 中大網上支援**

### **7.3.1 Provided by CUHK 由中大提供**

#### **7.3.1.1 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>



#### **7.3.1.2 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 photos 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>

### 7.3.1.3 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/>

### 7.3.1.4 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。

### 7.3.2 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)

## 7.4 Students Activities 學生活動

The Centre provides a full fledge of activities to regular mixed mode students. Some of them are open to part-time students. Please refer to CLC Facebook and official website. 本所提供全面活動予常規混合制課程的學生，部份開放予兼讀生，詳情請留意研習所 Facebook 或網站。

## 7.5 Library Card 圖書證

CLC part time course students can apply for a library card to use the library facilities in the CUHK. (For Library introduction, please see section 8.2). Applications must be processed within the first week of the course study at the service counter by paying a deposit of HK\$2000 and a card fee of HK\$100 per year. In case of loss, please report immediately to CLC. Students are required to return the library cards for refunding of their deposit. 本所兼讀學生可申請圖書證享用中大圖書服務 (中大圖書館介紹詳參 8.2)，申請者須在開課後一週內到本所櫃台辦理，並支付港幣二千元按金及每年一百元的圖書證費用。若遺失圖書證，應立即與本所職員聯絡，學生在歸還圖書證後方能提取按金。

## 7.6 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。

# VIII. Facilities 設施

## 8.1 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學習，開放時間

請參 1.2。

Tapes are available for all spoken language texts. Students may purchase CDs or tapes for their courses at cost or, at a nominal fee, to have copies made on non-copyrighted materials.

所有口語課均提供錄音帶，學生也可選購 CD 及錄音帶，或在沒有侵犯版權的情況下覆印教材。

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

(See 7.5 for library card application.圖書證申請請參 7.5)

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](#)

## 8.3 Parking 泊車

Students who frequently drive to the Centre to attend class must buy parking coupons at HK\$20 each, 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 as well. 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。

## IX. Class Arrangement during Bad Weather & Holiday 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
<b>上午七時 7:00 a.m.</b>	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.)
<b>正午十二時 12:00 noon</b>	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.)
<b>下午五時 5:00 p.m.</b>	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只有一部份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 HK Education Bureau and the employee duty guidelines made by HK Labour Bureau **are only partially 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: 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.



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