

## 基礎日語課程購書指引

修讀 JASP1450、JASP1460、JASP2450、JASP2460 四個基礎日語課程的同學必須購買指定教材，各個課程的指定教材均為一套兩本的書籍 (即是課本及作業各一本)。同學必須留意上課首日起便會使用該指定教材。

指定教材不設網上選購 (例如：Amazon 及淘寶網店等)、不作市面公開發售、亦不設有電子書版本。同學必須於辦公時間內親臨日本研究學系辦公室購買此紙張版教材。如因特別情況未能親臨日本研究學系辦公室購買，學系辦公室可郵寄發送，但郵費由同學自行負擔。有關購買指定教材詳情可參照下列內容：

**購買方式一：**於辦公時間內親臨日本研究學系辦公室以**現金付款**。請同學事先準備售價金額避免找贖以減少等候時間。此外，日本研究學系**恕不接受八達通、信用卡及其他電子貨幣的付款方式**。

**購買方式二：**透過銀行轉賬付款 (包括教材售價及郵費)。完成轉賬後，發送電郵至 Ms. Zoe NG (zoeng@cuhk.edu.hk)，並附上付款證明。電郵正文內請清楚註明：學生姓名、學生證編號、科目編號及班號、教材名稱、郵寄地址、電郵地址、聯絡電話。

**日本研究學系辦公室地址：**香港中文大學梁銶琚樓 4 樓

**開放時間：**星期一至星期五 8:45 - 13:00, 14:00 - 17:30

**售價：**每套 (課本及作業各一本) 港幣 120 元正

**掛號郵費：**港幣\$43.5 (香港) 或 港幣\$65.9 (中國內地) \*只提供掛號郵寄服務

**通過櫃員機 (ATM)、電匯 (TT) 或匯款 (Remittance) 入數至以下賬戶：**

戶口號碼: 293-005005-001 (港幣) / 293-005005-201 (美金) / 293-005005-280 (人民幣)

戶口名稱：香港中文大學 銀行：恒生銀行有限公司

地址：香港德輔道中 83 號 銀行編號：024 國際銀行代碼：HASE HKHH

Account Name: The Chinese University of Hong Kong Bank Name: HangSengBank Limited

Bank Address: 83 DesVoeuxRoad Central, Hong Kong Bank Code: 024

Swift code:HASE HKHH

### 注意事項：

- 不論面授課堂或網上授課，日本研究學系規定課程主任、助教及各班教師均不能提供指定教材 (包括紙張版及電子版) 予同學使用。
- 指定教材中的課本和作業是不能分拆購買的**。教材因應時代變化，每年都會更新版本。同學需要自己完成作業並提交，抄襲和使用他人作業會導致嚴重後果。因此，日本研究學系絕不建議使用二手教材。
- 日本研究學系辦公室在新學期開始前後是繁忙高峰期，為確保能在開學前準備好所需的指定教材，各同學必須於成功選課後盡快購買。郵寄指定教材受當時香港郵政派遞服務狀況等因素影響可能需時長達數星期。如因教材延誤等原因而導致不能按時提交作業之情況出現，一切後果由同學自行承擔。

- 指定教材只有中文版本，非華語生必須通過電郵聯絡助教，說明自己已具備足夠中文閱讀能力及接受課程的中文運用免責條款 (Language Disclaimer) 的內容，經助教確認後盡快購買教材。

日本研究學系 JASP1450-2460 教學組

2020 年 8 月

## Instructions for textbook purchase of New Practical Japanese courses

Students who enroll in JASP1450, JASP1460, JASP2450 or JASP2460 are required to purchase the designated textbook set. Each course uses a set of two designated books, i.e. one textbook and one workbook. Students should note that the textbook set will be used from the first class onwards.

The textbook set is not available in online platforms (e.g. Amazon, Taobao etc.), public bookstores nor digital versions. Students will need to visit Department of Japanese Studies' general office during office hours to purchase the textbook sets. If you are unable to come under special circumstances, our general office offers textbook mailing service. However, postage fee will be paid by students. Details are summarized as follows:

**Option 1:** You are welcomed to visit Department of Japanese Studies' general office during office hours to purchase the textbook sets. We accept **cash only**. Students are suggested to prepare exact money so as to avoid change and waiting time. Besides, please note that our general office **does not accept electronic payment methods such as Octopus, credit card or other e-payment**.

**Option 2:** You may choose to settle the full payment (including textbook set and postage fee) through bank transfer. Please contact Ms. Zoe Ng ([zoeng@cuhk.edu.hk](mailto:zoeng@cuhk.edu.hk)) through email upon completion of bank transfer, and attach the payment proof. In your email, please state clearly your full name, student ID number, course code, class enrolled, the name of textbook set, mailing address, email address and phone number.

**Address of Department of Japanese Studies:** 4/F, Leung Kau Kui Building, The Chinese University of Hong Kong

**Office Hours:** Monday to Friday, 8:45 – 13:00 and 14:00 – 17:30

**Price of textbook set (one textbook & one workbook):** HK\$120 per set

**Postage fee:** registered mail fee \$43.5 (HK) or \$65.9 (Mainland China) \*all postages will be REGISTERED MAIL

Students can **settle the payment via ATM, TT or Remittance**. Account details as follows:

**Account number: 293-005005-001 (HKD) / 293-005005-201 (USD) / 293-005005-280 (RMB)**

Account Name: The Chinese University of Hong Kong

Bank Name: Hang Seng Bank Limited Bank

Address: 83 Des Voeux Road Central, Hong Kong

Bank Code: 024

Swift code: HASE HKHH

**Important Notes:**

- Regardless of face-to-face or online lessons, Department of Japanese Studies forbids course coordinators, class teachers and teaching assistants from providing textbook contents (including hard copies and digital copies) to students.
- **Students are not allowed to purchase textbook and workbook separately.** In order to suit the current trend, we review and update the content of textbooks regularly. Students are required to finish and submit workbook exercises individually. Copying or using others' workbook will lead to severe consequences. Therefore, we strongly discourage the use of second-hand textbooks and workbooks.
- Our general office has tight working schedules before semester starts. To ensure best preparation before class begins, students are suggested to purchase the textbook set after they successfully enroll in the course. Besides, there may be postage delay up to several weeks due to limited service of Hong Kong Post Office. Students will need to bear to risk of submitting homework late if they purchase the textbook set by mailing and experience postage delay.
- Designated textbook and homework are in Chinese. Non-Chinese speaking (NCS) students are required to contact teaching assistant in advance, explaining one's Chinese reading capability and accepting our courses' Language Disclaimer. After teaching assistant's confirmation, NCS students should purchase the textbook set as soon as possible.

JASP1450-2460 Language Team, Department of Japanese Studies

August, 2020