



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

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Student Handbook for
Full-time Award-bearing
Programmes

全日制資歷課程
學生手冊

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This hand book is also available in Japanese (日本語) and Korean (한국어) versions. Please request for one copy from the general office if necessary. Nonetheless, the English version should be used as the final version. 本手冊同時提供日語及韓語版本，以英語版本作最終參考版本，若有需要請到櫃台索閱。

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January 2016

二〇一六年一月

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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 Centre became part of the Chinese University in 1974 and has been responsible for the teaching of one language education (Putonghua and Cantonese) of University students as well as other Putonghua and Cantonese learners. Courses are offered in two different series namely (i) for non-native speakers and (ii) for native speakers of Chinese. All the series have different levels to meet the needs and aptitude of students. Every year close to 1,000 students from different parts of the world and 3000 undergraduate students are admitted to CUHK-CLC courses to study Cantonese or Putonghua.

According to the decision made by the Administrative and Planning Committee (AAPC) of the Chinese University at its 8th meeting (2009), The New Asia--Yale-in-China Chinese Language Centre (CLC) will become part of the Faculty of Arts under the new name: Yale-China Chinese Language Centre starting from August 2009. CLC will continue to provide the same language programmes for the university and the community.

新雅中國語文研習所創於一九六三年，由新亞書院及美國雅禮協會聯合主辦，一九七四年改隸中大，肩負大學生語言（普通話、廣東話）教學重任，課程設計分（一）對外漢語教學（為外籍/外語人士而設）（二）方言人士漢語教學（為華籍/華語人士而設）。所有課程均提供不同程度班級，以配合學員之不同需要與接受能力。本所每年有近一千名海外學生及三千名中大學生修讀本所普通話及粵語課程。

根據香港中文大學行政與計劃委員會 2009 年第八次會議決議，新雅中國語文研習所將於 2009 年 8 月起歸由文學院管轄，並以新名字 雅禮中國語文研習所繼續為大學和社區提供所有語言培訓課程。

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 Full Time Award-bearing Programmes 全日制學歷課程

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 Tsim Sha Tsui 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，沙田中大或尖沙嘴上課，逢一、四、七、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 full time 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 七月
S3	August 八月
Pragmatic Internship (PRINCH) 語言文化實習課	1-2 weeks language and culture immersion programme. ♦ In mainland China: May, Putonghua students only. ♦ In Hong Kong: Fall term (for Putonghua and Cantonese students) 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，適合普通話及廣東話學生參加

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 Summer Programmes 國際暑期課程辦公室	July and August 七月及八月	www.cuhk.edu.hk/osp
International Undergraduate Programmes 國際生本科課程	Undergraduate admission 本科入學組	September 九月	www.cuhk.edu.hk/adm
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	www.cuhk.edu.hk/ccs
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	www.cuhk.edu.hk/oal

1.2 Opening Hours 辦公時間

The 5-day work operation in the University has been introduced on 1 January 2007. The opening hours of various CLC services are as follow:

中文大學在 2007 年 1 月 1 日起推行五天工作制，本所之各項設施開放時間如下：

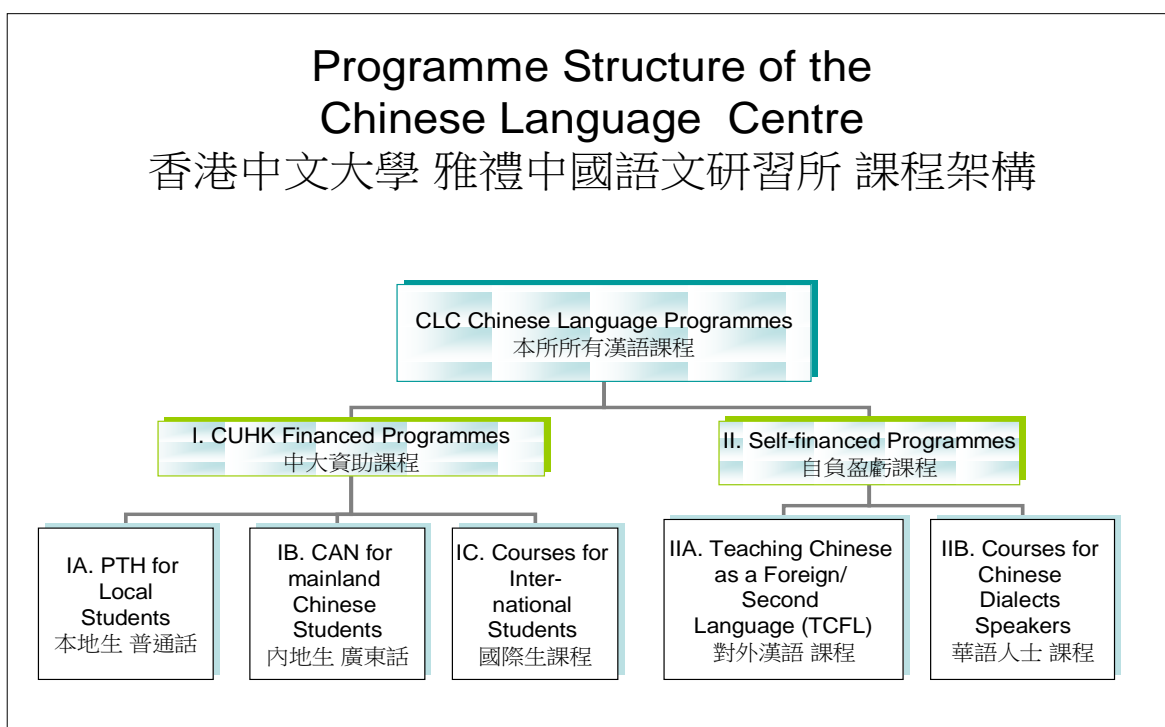
General Office (Service counter) 辦公室及櫃台	Monday to Thursday: 8:45 am to 5:30 pm Friday: 8:45 am to 5:45 pm No lunch break for all services except for service counter during term break
Language Laboratory 語言實習室	
Fong Yun Wah Hall (Study room) 方潤華堂 (自修室)	星期一至星期四: 上午 8:45 至下午 5:30 星期五: 上午 8:45 至下午 5:45 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

Tsim Sha Tsui Learning Centre provides enquiry and enrolment services on a part time basis from 6:00 p.m.-9:00p.m., Monday to Friday; and 10:00 a.m.-5:30p.m. on Saturday (Except on public holidays).

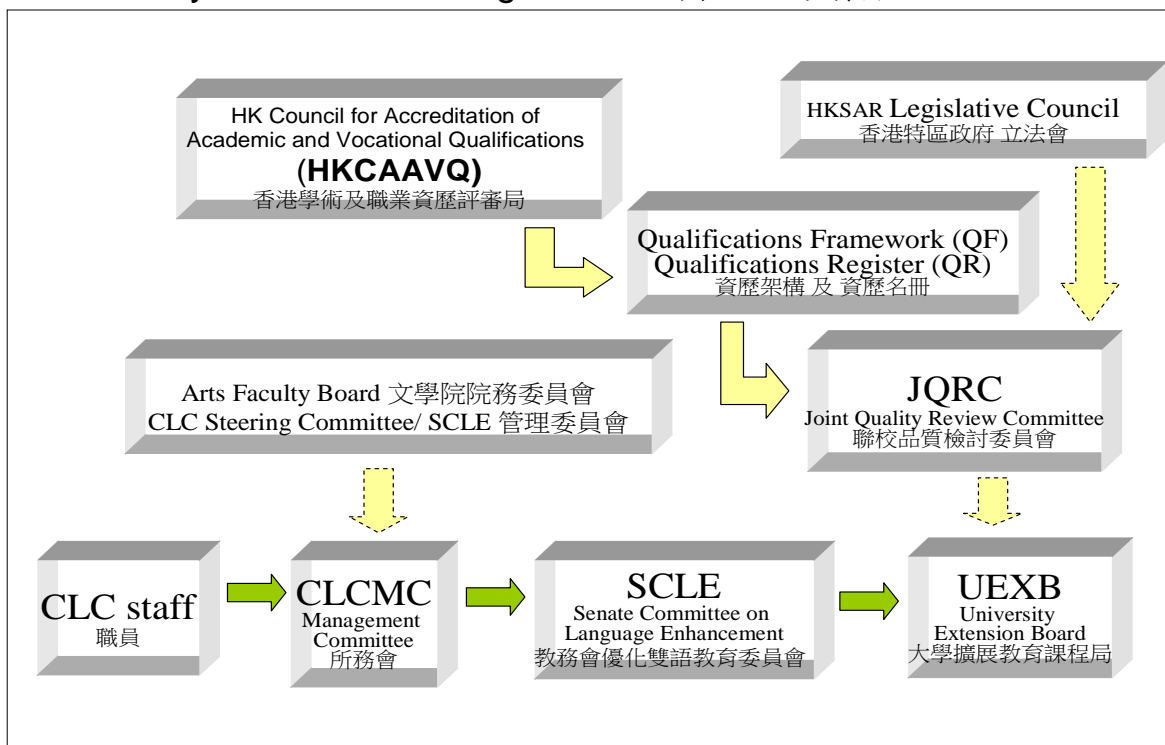
尖沙嘴教學中心提供部份時間查詢及報名服務，時間：星期一至五晚上六時至九時，星期六早上十時到下午五時三十分，公眾假期除外。

Office and classroom location map 辦事處及課室位置圖: www.cuhk.edu.hk/clc/venue.htm

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。

Website 網頁：<http://www.cuhk.edu.hk/clc/clchkfund>

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) Minimum Hong Kong secondary five or equivalent level for award-bearing programmes. 學歷課程的最低入學要求是香港中學中五或同等程度
- (2) Non-Hong Kong resident is required by law to apply for student visa for 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 have to pass the placement test in order to enroll in the class. 申請者若報讀非第一級課程須參加插班入學試，通過考試方能插班。
- (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 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。

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 \$1,200 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 1,200 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學歷而累積學分。關於獲得學歷證書的資格詳參 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 two 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兩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 can choose to pay tuition trimester by trimester, or to prepay tuition in one lump sum for the full award-bearing programme. Students are reminded to weight the pros and cons in making the prepayment decision. For more information, please refer to the “tuition prepayment agreement”. Penalty/ handling charge exists on ALL prepaid tuition upon course withdrawal.

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。

學生可按學期繳交學費，或一次過繳付整個學歷課程的學費。預繳有好處和壞處，學生宜在作出決定前考慮清楚，詳情請參閱「預繳學費同意書」。一旦中途退學，須支付預繳之所有學費的一個百份比作手續費。

2.3.2 Refund Policy 退款守則

Yale-China Chinese Language Centre (CUHK-CLC)

Refund Policy for Regular Programmes

General guidelines

- The refund policies apply to ALL students (new and re-enrolling students) in the Regular Programmes.
- STRICTLY NO REFUND AFTER ADD/ DROP PERIOD.**
- 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.
- 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 HKD132.50 per session (c) = HKD300 per 3 credits handling charge to be deducted from paid tuition fee.

School term / Date/ Policy	Distribute re-enrolment form	Deadline for returning re-enrolment form	Withdrawal deadline specified in the Re-enrollment Form	After the withdrawal deadline and before term commencing date**	From term commencing date to add/ drop deadline	After last day for add/ drop
Fall 2015	July 17, 2015	July 24, 2015	September 7, 2015	September 8 – 20, 2015	September 21 – 26, 2015	From September 27, 2015
Spring 2016	November 13, 2015	November 20, 2015	January 11, 2016	January 12 – 24, 2016	January 25 – 31, 2016	From February 1, 2016
Summer 2016	March 25, 2016	April 1, 2016	May 19, 2016	May 20 – June 1, 2016	June 2 – 8, 2016	From June 9, 2016
Application Fee HKD400.	In any case, no refund is permitted					
Deposit HKD1,200.	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 <u>not paid the tuition</u> before the first day of the new term.		To be forfeited for students who have not paid the tuition
Tuition Fee	Visa sponsored	Visa NOT sponsored	Visa sponsored	Visa sponsored	Visa NOT sponsored	Visa sponsored
CLC sponsored Visa status/Refund policy	No penalty*		Refund in full*	Policy (a)	Policy (b)	Policy (b) + (c)
Students withdraw part of the courses						Absolutely no refund
Students withdraw the whole course				Policy (a)	Deposit forfeited*	

*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.

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遲交學費的學生，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 每節港幣一百三十二元五角的特別比率

(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
2015 秋季學期	2015年7月17日	2015年7月24日	2015年9月7日	2015年9月8-20日	2015年9月21-26日	2015年9月27日起
2016 春季學期	2015年11月13日	2015年11月20日	2016年1月11日	2016年1月12-24日	2016年1月25-31日	2016年2月1日起
2016 夏季學期	2016年3月25日	2016年4月1日	2016年5月19日	2016年5月20日-6月1日	2016年6月2-8日	2016年6月9日起
報名費 港幣四百元正	任何情況下不設退款					
按金 港幣一千二百元正	不受影響	若在指定日期前，提交書面的退課申請，可獲退款**	若在全額沒收前，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退課程 (二)在新學期開學日前，仍未繳交學費的學生	未交學費的學生，全數沒收	
	担保簽證	担保簽證	不用担保簽證	担保簽證	担保簽證	不用担保簽證
學費	沒有罰款*	條款(甲)	全額退款*	條款(甲)	條款(乙) + (丙)	
	担保簽證	不用担保簽證	不用担保簽證	不用担保簽證	担保簽證	不用担保簽證
退選部分課程的學生	沒有罰款*		全額退款*	條款(乙)	所有退選均不設退款	
退選全部課程的學生	沒有罰款*		全額退款*	條款(甲)	條款(乙) + (丙)	

*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 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/ehtml/hkvisas.htm

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/html/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. 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。

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	12 學分 credits
第三級 Level 3	12 學分 credits	12 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。

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.

2.4.2 China visa 中國簽證

- For those of you wishing to travel to Mainland China during your stay in HK, you will need a separate China tourist visa (except for holders of Singapore & Japan passports). You are urged to apply for a China Tourist Visa (which is different from the HK Student Visa) at a China Embassy nearby your area before coming to HK. Applications can also be made in HK but multiple entry visas are usually not issued in HK on the 1st application. 在香港逗留期間欲往中國，需要一個與香港留學簽證不一樣的中國旅遊簽證(日本及新加坡護照持有人除外)。學生最好在來港前在原居地的中國領事館申請中國旅遊簽證，雖然在香港都可以申請，但一般情況下第一次申請不會獲得多重出入中國的簽證。
- Japan, Singapore, Brunei general passport holder visiting China for sightseeing, business and visiting relatives, and stay no more than 15 days, no China visa is required if enter into China through official immigration channels. 日本、新加坡、文萊三國公民持普通護照前來中國大陸旅遊、經商、探親訪友或過境不超過 15 天者，可免辦簽證從中國對外國人開放口岸入境。
- For other countries entering into China, a visa is required. Students can apply for a traveling visa at China Travel Service visa section or Office of the Commissioner of the Ministry of Foreign Affairs of PRC in HKSAR. As a general rule, only single entry is given to first-time China traveler. After that, students can try to apply for multiple entries. Permanent HKID can apply for “Hui Xiang Zheng”, a personalized IC card for multiple entries. 其他外國人入境中國大陸，均須事先辦妥簽證。學生可到中國旅行社簽證部或中華人民共和國外交部駐香港特別行政區特派員公署辦理，通常第一次申請只能安排單次簽證，之後可嘗試申請多次簽證。持香港永久身份證的人士可申請「回鄉證」。
- Lowu port has a China Travel Service branch which provides express Chinese visa service within 2.5 hours. Successful applicants can stay with single or double entry only, for a maximum of three months in China. However, this service does not apply to some nationalities, such as U.S. and France. 羅湖口岸設中國旅行社代辦特快簽證，可在中國逗留三個月，單次或兩次出入，需時 2.5 小時，不適用於某些國籍如美國及法國。
- If Shenzhen is the only place to travel, students may want to use the landing visa service available at Lowu and some other ports at the China-HK border. Successful applicants can stay in Shenzhen for a maximum of 5 days. However, this service does not apply to some nationalities, such as U.S. and France. 若只前往深圳地區，可在羅湖等幾個深圳口岸申請落地簽證，可在深圳逗留最多五天，惟某些國籍不適用，包括美國及法國。
- Those who intend to use the express visa and landing visa services should pay attention to the service hour, in which service is not available during lunch time and after 4:00p.m. 若申請特快簽證及落地簽證服務者請留意辦公時間，午膳時間及下午四時後不接受申請。
- The closest China Travel Service branch to the Chinese University is located at Link Plaza right above the Shatin Station concourse. 距中文大學最近的中國旅行社辦事處在沙田連城廣場（沙田鐵路站上蓋）。Website 網頁: www.ctshk.com/english/useful/chinesevisa.htm
- Office of the Commissioner of the Ministry of Foreign Affairs of PRC in HKSAR.
- 中華人民共和國外交部駐香港特別行政區特派員公署. Website 網頁: www.fmco-prc.gov.hk/chn/lfw/wgrqz/default.htm

2.4.3 Macau Visa 澳門簽證

Permanent HKID holders and most foreign countries passports holders have been given visa exemption to travel in Macau. 香港永久居民身份證及大部份國家護照的持有人進入澳門都不需要簽證。

Website 網頁: <http://hk.macautourism.gov.mo/en/info/get2macau.php>

2.4.4 Taiwan Visa 台灣簽證

- Online Application for Entry Permit or landing visa to Taiwan is possible for HK permanent ID holder. 香港永久身份證持有人可在網上申請落地簽證。 Website 網頁: <http://www.boca.gov.tw/ct.asp?xItem=1335&ctNode=39&mp=1>
- Korea and Japan passport holders have been given visa exemption in traveling into Taiwan for 30 days and 90 days respectively. 韓國及日本護照持有人可免簽證分別在台逗留 30 日及 90 日。
- Landing visa is possible for some nationalities only at CKS International airport. For a full list, please go to this website. 某些國籍可在台北蔣介石國際機場申請落地簽證，請到此網站查看。 https://nas.immigration.gov.tw/nas/ctrl?PRO=PRO_Task01Application
- For other nationalities, visa is preferably applied in advance through HK Chung Hwa Travel Service. 其他國籍者最好在出發前到中華旅行社辦理簽證 www.ctshk.com/zhengjian/qianzheng/jia.htm

2.4.5. Traveling to other Asian countries 到其他亞洲國家旅遊

The following are some favorite Asian countries CLC students like to travel during term break. Some countries offer visa exemption or landing visa to a particular nationality. In alphabetical order: Cambodia (visa is required for most countries), Indonesia, Japan (visa exemption is applicable to US, UK, Korea and HK citizens), Korea (South), Malaysia, The Philippines, Singapore, Thailand (visa exemption is given to most countries), Vietnam (visa is NOT required for citizens of Japan and South Korea to stay for less than 15 days.) 以下是所內學生放假時旅遊的國家，有些國家為某些國籍提供落地簽證或免簽證。英文字母序: 柬埔寨 (必須簽證)、印尼、日本(免簽證適用於美國、英國、韓國及香港居民)、南韓、馬來西亞、菲律賓、新加坡、泰國(大部份國籍免簽證)、越南(日本及南韓護照持有人可免簽證在 15 天內逗留)

2.4.6. Outbound Travel Information Service 外遊提示登記服務

This is a special service provided by the Hong Kong Immigration. The Outbound Travel Alert System aims to help people better understand the risk or threat to personal safety in travelling to 80 countries that are the more popular travel destinations for Hong Kong residents. If you are a Hong Kong resident holding a valid Hong Kong Identity Card and have registered a MyGovHK account, you can register the Outbound Travel Information Service which is free of charge. 這是一個由香港入境處提供的特別服務。設立「外遊警示制度」的目的是協助香港居民更容易了解在前往 80 個較多港人到訪的海外國家時所可能面對的人身安全風險。若您是香港居民、持有效的香港身份證及已開設 MyGovHK 戶口，可免費登記外遊提示服務。 Website 網頁: www.sb.gov.hk/eng/ota/

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% for 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。個別特殊情况本所或另作考慮。
- 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 Chinese University'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

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 Audio-visual Recording by CLC Staff 校方之影音攝錄

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. Students who do not agree with the arrangement please feel free to let the staff know at any point of time.

本所職員間中在課堂、活動及評估時拍照、錄音或錄像，材料可用作多種用途如學生的學術評估、課程評估、教師培訓、教學研究及推廣，學生若不同意安排可隨時通知本所職員。

2.5.9 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. 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。另請參第 X 部份。

2.5.10 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/personaldataform.pdf

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。

2.5.11 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。

2.5.12 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. Enquiry hotline:查詢熱線：3943 8716

2.5.13 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。

2.5.14 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。

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

(Full time regular award-bearing programmes only 只限全日制課程)

In contrast to one instructor being responsible for one class, a rotational teaching system is used in the Regular full-time 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在課上或迎新時派發。

Putonghua weekly Class Schedules can be downloaded on Thursday. If Thursday is a holiday, they will be available on Wednesday.

普通話每週課表逢星期四更新，如星期四是假期，便於星期三更新。

Website 網址: www.cuhk.edu.hk/clc/doc/pth-schedule.pdf

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

The Regular credit-bearing curriculum is under a review and transition. A new curriculum is launched in September 2012 on all level 1 students and their successive progression. During the curriculum transition, there may be some special arrangements. The general principles of the old and new curriculum are summarized below. 研習所的常規學分課程正過渡至新課程，於2012年9月或之後入讀第一班的學生及其將來升班將採用新課程。在課程過渡期間或有特別安排，新舊課程的基本原則總結如下。

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. "Kung Fu", the title of the major Putonghua textbook used in level 1 to 3 published by the Centre, is exactly suggesting such an idea. 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。本所出版的普通話第一至第三班主要教科書「功夫」，正提醒學生這個概念。

To acquire the basic language skill for professional and working purposes, 462-600 hours are necessary. This is approximately equivalent to the completion of level 3 study.

以工作及專業發展為目的者，修讀 462-600 小時漢語，才可獲得最基本的語言技能，此時數相等於本所完成第三班的程度。

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. CPTH4xxx) connotes advanced level courses. They are offered in a parallel mode in which students on their 1st term, 2nd term or 3rd 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 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. 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。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 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。

3.8 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。

◆

3.9 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。

3.10 Student Mix 學生組合

CLC may arrange class mixing different nationalities, age, religious background and students may come from part time and full time courses of any level. Students should have no right to object and seek claim from CLC on such a decision. CLC shall keep students inform on the student mix before class and preserve the final right on class arrangement.

學生可能來自不同國籍、年齡、宗教、個別兼讀或全日制課程與程度，學生不能提出異議及要求退款。本所將在開課前通知學生有關學生組合並保留一切編班的最終權利。

3.11 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。

3.12 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，分析結果將用作改善本所課程。

A re-enrolment form will be given to students by the end of the course. Those who continue the study will be exempted from the application fee. 學生將在學期結束前獲發續讀意向表，繼續升讀的學生可獲豁免報名費。

3.13 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 Commercial Press 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撥揮最好的效果。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，學生可到商務印書館或本所購買。

3.14 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。

3.15 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。

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 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 V for details. Assessment results of students would be used for teaching-related research.

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 39 credits at the Advanced Level including PRINCH or 45 credits. (2) Cantonese students who studied a minimum of 42 credits including 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，普通話學生必須在本所修讀高等程度學科最少三十九個學分(含 PRINCH)或 45 個學分，廣東話學生必須在本所修讀高等程度學科最少四十二個學分(含 PRINCH 及中文字科目)。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學歷證書。

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

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

Final grades calculation (unless otherwise specified) 總成績計算方法 (特殊課程除外)

Class participation and use of language in class 課堂參與及語言運用	15%
Assignments 家庭作業	15%
Quizzes and dictations 小測及聽寫	20%
Mid-term assessments (written/oral tests/presentations) 期中測試	20%
Final assessments (written/oral tests/presentations) 期末測試	30%

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/>

V. Make-Up Examinations 第五部份：補考

5.1. Sick Leave 病假

To prevent the spread of contagious virus in times of influenza pandemic, Regular Programme students, 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.

為防止新型流感病毒在流感大流行季節迅速傳播 常規課程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/

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 and 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 學歷證書

*6.4.1 CLC Award-bearing Programmes CLC 學歷課程

CUHK-CLC is offering 14 award-bearing programmes in which eight are attainable by part-time study and six by full-time 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學歷課程，以兼讀模式修讀的有 8 個，以全日制模式修讀的有 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	Continuing Education Fund code 持續進修基編號
**Certificate Programme in Chinese as a Foreign/ Second Language (Putonghua)	**對外漢語 (普通話)證書課程	330	3	15/002216/L3	Not Applicable 不適用
*Certificate Programme in Chinese as a Foreign/ Second Language (Cantonese)	*對外漢語(粵語)證書課程	330	3	15/002217/L3	Not Applicable 不適用
**Diploma Programme in Chinese as a Foreign/ Second Language (Putonghua)	**對外漢語(普通話)文憑課程	462	3	12/000914/3	Not Applicable 不適用
*Diploma Programme in Chinese as a Foreign/ Second Language (Cantonese)	*對外漢語(粵語)文憑課程	462	3	12/000913/3	Not Applicable 不適用
**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	12/000910/4	Not Applicable 不適用
*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	12/000909/4	Not Applicable 不適用
**Foundation Certificate Programme in Chinese as a Foreign/ Second Language (Putonghua)	**對外漢語(普通話)基礎證書課程	80	2	12/000916/2	Not Applicable 不適用
*Foundation Certificate Programme in Chinese as a Foreign/ Second Language (Cantonese)	*對外漢語(粵語)基礎證書課程	80	2	12/000915/2	Not Applicable 不適用

* The above programme titles were previously known as follow respectively (Cantonese): “Certificate Programme in Cantonese as a Foreign/ Second Language”, “Diploma Programme in Cantonese as a Foreign/ Second Language”, “Advanced Diploma Programme in Cantonese as a Foreign/ Second Language” and “Foundation Certificate Programme in Cantonese for Non-native Chinese Speakers”. They have been re-titled as above with effect from 1 September 2012.

** The above programme titles were previously known as follow respectively (Putonghua): “Certificate Programme in Putonghua as a Foreign/ Second Language”, “Diploma Programme in Putonghua as a Foreign/ Second Language”, “Advanced Diploma Programme in Putonghua as a Foreign/ Second Language” and “Foundation Certificate Programme in Putonghua for Non-native Chinese Speakers”. They have been re-titled as above with effect from 1 September 2012.

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 Characters	漢字基礎證書課程	100	2	07/000904/2	24C073227
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	100	2	07/000911/2	24C073219
Certificate Programme in Putonghua for Native Chinese Speakers	普通話(華語人士)證書課程	120	2	07/000922/2	24C058392
Diploma Programme in Putonghua for Native Chinese Speakers	普通話(華語人士)文憑課程	180	3	07/000923/3	24L058409
Certificate Programme in Cantonese for Native Chinese Speakers	粵語(華語人士)證書課程	80	2	07/000929/2	Not Applicable 不適用
Diploma Programme in Cantonese for Native Chinese Speakers	粵語(華語人士)文憑課程	160	3	07/000930/3	Not Applicable 不適用

QF Registration validity period for all programmes above: 5 May 2008 to 31 December, 2019.

以上課程的資歷架構登記有效期：2008年5月5日至2019年12月31日。

6.4.2 CUHK-CLC Full Time Awards 全日制學歷課程證書

The Regular programmes leading to Certificate, Diploma and Advanced Diploma Award have been revised and the new curriculum starting from level one will be launched in September 2012. During the curriculum transition, newly admitted non-beginners should check with CLC staff which curriculum they belong to as the study scheme and course requirements are a little bit different. For more information, please visit www.cuhk.edu.hk/clc/curriculum/ 研習所修訂了證書、文憑及高等文憑程度的常規課程，2012年9月將在第一班起實施。在課程過渡期間，因新舊課程有點不同，非初學者的新生請先向研習所職員查詢所屬的課程要求及選科方案，詳情請見以上網址。

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學歷證書，學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 on CLC full time programmes are as follow:

本所全日制課程學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 學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學歷證書

(c) Attendance 出席情況

- Attain a minimum 70% attendance in every 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學歷證明書者的成績，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學歷證書

Notes 備註:

- 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 reclaiming is indicated. Please make sure the address written is valid. The Centre takes no responsibility for any postal fault due to invalid address. As the Certificate of that subject will not be issued the second time to a student, please take good care of the certificate. 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，寄上學歷證書。請確保地址正確，本所不會就郵誤承擔責任。因大學不會向學生就同科目再次發出證書，請好好保管證書。

- 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. 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。
- 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 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學歷證書。
- Each student is entitled to one award-bearing certificate for one subject only 每學生最多只限獲得每學科的一種證書。

Reference web site 參考網站

University Extension Board : www.cuhk.edu.hk/uexb

Qualifications Framework 資歷架構: www.hkqf.gov.hk

Qualifications Register 資歷名冊 : www.hkqr.gov.hk

6.4.3 CUHK-CLC Part Time courses and awards 兼讀學歷課程及證書頒發

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 either CUHK campus or one of the CLC down town classrooms in the evening or weekend daytime. For schedule, please check website: 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學歷課程，多在晚間或週末日間舉行，上課地點在中大或本所於市區設的教室，開課時間詳見本所網頁 www.cuhk.edu.hk/clc/part-time

6.4.4 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. For more information, please refer to link www.cuhk.edu.hk/clc/pt_credit_transfer.pdf

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學歷課程裏，詳情見連結 www.cuhk.edu.hk/clc/pt_credit_transfer.pdf

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: www.cuhk.edu.hk/clc/copa

7.2 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

*7.3 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 2016 test date is April 16, August 13 and December 4 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一，2016年考試將於4月16日、8月13日及12月4日舉行。

Website 網址: www.cuhk.edu.hk/clc/HSK

7.4 Others 其他

7.4.1. 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

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-curricula 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 新生活活動
- ◆ Activities for current and leaving students 在校及離校生活活動

*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 issue) 課程之學術方面	Your class coordinator 您的班主任	
	Mr. Kelvin CHAN (Cantonese Programmes) 陳智樑老師 (廣東話課程)	CS108
	Dr. Jonathan WONG (Putonghua Programmes) 王浩勃博士 (普通話課程)	CS204
About the study (admin issue) 課程之行政方面	Ms. Jessie WONG (Regular Programmes) 黃敏儀女士(常規學歷課程)	G05
	Ms. Angela HO (Intensive and short courses) 何慶群女士 (密集及短期課程)	G05
About teaching materials 教材相關	Ms. Christina TSANG 曾芳燕女士	G09
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
Enquiries in Korean 韓語查詢	Korean Student trainee (please check the duty schedule with the general office) 韓籍實習生 (請向辦公室查詢確實之當值時間)	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. CLC provides housing consultation service during the orientation week which serves as a complementary support to students' own search effort.

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。本所在迎新週提供住宿諮詢服務，作為學生自己找房子的輔助支援。

More information about on-campus and off-campus housing 校外校內住宿情報：
www.cuhk.edu.hk/clc/e_housing.htm

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 under “Language: Chinese” category. Please refer to section 6.4 for the respective CEF registration course code.

持續進修基金(CEF)及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，並歸入「語文：中文」範疇，個別 CEF 課程註冊編號請見第 6.4 部份。

Students who fulfilled the following requirement can consider applying for CEF to fund partly their regular Cantonese programme in the Spring term 2009 onward. Eligible students are entitled to 80% refund on course fee with a ceiling of HK\$10000 per person in a lifetime.

學生只要符合以下要求可考慮申請 CEF，資助部份 2009 年 1 月起上課的常規課程廣東話科目，合資格者可獲發還有關課程費用的 80% 或上限每人平生 10,000 港元。

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; 學生必須屬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 65 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，年齡介乎 18 至 65 歲；

B. Programme requirement 課程要求

The students should:

1. Complete the required modules within 4 years; 在四年內完成指定單元；

Chinese programmes with Cantonese elements: CEF is applicable from elementary to advanced level as long as there is at least one Chinese reading course in the study.

CEF course name CEF 課程名稱	Course requirement 課程要
1. Foundation Certificate Programme in Written Chinese (Non-native Speakers) 漢字讀寫基礎證書課程 (非母語人士)	Three CCAN Chinese reading courses. 三個 CCAN 中文閱讀課
2. 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	One CCAN Chinese reading course plus Two CCAN Cantonese training courses. 一個 CCAN 中文閱讀課加兩個 CCAN 廣東話課

Chinese programmes with Putonghua elements: CEF is only applicable to selected intermediate to advanced level with HSK preparation course as a compulsory requirement.

CEF course name CEF 課程名稱	Course requirement 課程要
3. Basic Presentation Skills and HSK Preparation 基本表達技巧及 HSK 應試輔導	Two modules altogether. 1 module from CPTH3353, CPTH4413 and CPTH4453 plus one HSK preparation course (usually aim at HSK level 4, 5 or 6.) 共兩個單元。第一個單元必須是以下三個的其中一個 (CPTH3353, CPTH4413, CPTH4453). 另加 HSK 備考課(通常專攻 4 級、5 級或 6 級)
4. News Media & Presentation Skills and HSK Preparation 新聞閱讀與表達及 HSK 應試輔導	
5. Communication Skills & Culture and HSK Preparation 語言與文化及 HSK 應試輔導	

Remark: Full-time and part-time eligible students who study the similar courses but targeting other higher award can apply as well. 全日制或兼讀制合資格的學生若目標是更高認證的課程，如修讀以上科目也可以申請。

2. Attain a minimum of 70% in attendance; 最少七成出席率；
3. Obtain pass grade in the designated modules; 指定單元成績及格；
4. For CEF reimbursable Putonghua courses applicable to native Chinese speakers, passing a CEF recognized Putonghua benchmarking examination is mandatory on top of the above requirements. 至於適用於以中文為母語者的普通話課程，除上述要求外，學生必須通過指定普通話基準試，方可獲得 CEF 資助。

C. Administrative requirement 行政要求

1. The students should have enrolled in and paid the tuition fee for a reimbursable course, and have forwarded the required forms and documents to the CEF office in person before the course commences. Late application will not be entertained; 學生已獲有關發還款項課程取錄，在開課前付訖學費，及在開課前親自與 CEF 辦事處辦理手續。過期申請一律不獲處理；
2. The course(s) seeking for reimbursement must consist of at least 60 hours in compliance with the special regulation governing CEF language courses; CEF 指定申領發還費用的語文課程最少長六十小時；
3. 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；
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。

D. Remarks 備註

- Please visit this website to download detailed flyer of the respective CEF reimbursable courses. 請到此網站下載個別 CEF 課程的詳細資料。
www.cuhk.edu.hk/clc/part-time
- Regular Cantonese programme students (including candidates for Certificate/ Diploma/ Advanced Diploma award in Cantonese as a Foreign/ Second Language) can apply for CEF as long as they fulfill the above-said mandatory requirements. Yet, the credits studied in the CEF funded Foundation Programme will be counted afresh in their original intended award. 常規廣東話課程學生，包括對外漢語（廣東話）證書、文憑及高等文憑侯選學生，只要符合上述資格均可申請 CEF，惟與 CEF 相關的基礎課程學分不能重覆計算在其他學歷課程上。

Application forms, guidelines and checklist are available in the CEF home page at 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)，另可致電 CEF 熱線 3142 2277 或本所辦公室查詢。

9.3.2. 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 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 或致電稅務局二十四小時熱線 187 8088 查詢。

9.3.3. 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

9.3.4. 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 Student Trainee Scholarship 實習生獎學金

To engage students in the Chinese language education development; to equip them in a Chinese-speaking working environment and empower them for future assignment in the job market, the Centre provides student trainee openings through scholarship to let the students serving the Centre. Announcement will be made if there is opening. For more information, please contact Ms. Shadow LUNG at FSC-G05.

為了讓學生參與對外漢語課程的發展，增加學生在華語工作環境下的經驗，接受裝備加入勞動市場，研習所提供獎學金讓實習生服務研習所。若有空缺將作宣佈，詳情請聯絡辦公室龍心怡女士(FSC-G05)。

*9.5 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。

9.6 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	japanese-studies@cuhk.edu.hk	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	cpdc@cuhk.edu.hk	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

9.7 Online learning resources 網上學習資源

9.7.1 Provided by CUHK 由中大提供

9.7.1.1 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>



9.7.1.2 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>

9.7.1.3 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/>

9.7.1.4 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. 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 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。

9.7.2 Other online learning resources 其他網上學習資源

- ◆ Download Chinese input tool 下載中文輸入法:
www.google.com/intl/zh-CN/ime/pinyin/
- ◆ Cantonese phonetic IME 廣東話輸入法 cpime.hk
- ◆ Character Stroke 中文字筆順 (CSULB) www.csulb.edu/~txie/azi/page1.htm
- ◆ Character Stroke 中文字筆順 (Shuifeng net)
www.shuifeng.net/Dic/Html/Index11.htm
- ◆ Hanyu Pinyin table 漢語拼音表 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

9.8 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。

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	\$100 per attendance
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**.

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 100 元
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 ^{註1}
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

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 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
- World Health Organization 世界衛生組織:
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

*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。

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。

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

11.4 University Library System 圖書館

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

The University Library (UL) houses extensive collections in science and engineering, social science and business administration, and each of the branch libraries at the Colleges has some unique features. Chung Chi College Library (CCL) holds strong collections in education, music, and religious studies. New Asia College Library (NAL) houses good collections in Chinese literature, fine arts and philosophy. United College Library (UCL) is a Multimedia Library. Also located in the Library is the American Studies Resource Library whose nucleus is an interdisciplinary resource donated by the USIS American Library and a recently donated William Faulkner collection. The Li Ping Medical Library (MEL) houses very strong collections in clinical and medical materials for the clinical programs at the Prince of Wales Hospital. The pre-clinical materials are placed in the University Library. The Architecture Library (ARL) is established to support the core curriculum of the Architecture programme, the collection covers subjects in the buildings industry and environmental sciences. The Lee Quo Wei Law Library (LAW) which is located within the University Library, provides legal information service.

大學圖書館 (UL) 廣泛收藏自然科學、工程學、社會科學和工商管理書籍。崇基、新亞和聯合三間分館藏書各有特色。崇基圖書館 (CCL) 收藏大量音樂、教育與宗教之圖書；新亞圖書館 (NAL) 收藏中國文學、藝術及哲學書籍；聯合圖書館 (UCL) 是多媒體圖書館，該館之美國研究圖書館所藏乃跨系圖書，由美國新聞處轄下之美國圖書館捐贈，其中包括威廉福納度藏；李炳醫學圖書館 (MEL) 搜羅大量臨床醫學書刊，以配合在威爾斯醫院的臨床課程，至於臨床前期、護理學及藥劑學的書刊，則藏於大學圖書館；建築學圖書館 (ARL) 是配合建築學課程而設，收藏有關建築技術科目及環境學等圖書；位於大學圖書館內的利國偉法律圖書館 (LAW) 則提供法律資訊。

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，其度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
Leisure and Cultural Services Department 康樂及文化事務署網頁:
www.lcsd.gov.hk/en/lc.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 for booklet "Survive and Thrive at CUHK". 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“衣食住行在中大”小冊子連結。

http://www.iso.cuhk.edu.hk/ebook/index.html#ui=zh-tw&issue_id=1137&lang=en&page=6

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 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. 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/student-service.pdf. 以下服務最好在迎新日或之前辦妥，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. 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。

12.3 Internet Access/ CUHK user account 使用互聯網/ CUHK 用戶戶口

For students studying 12 credits or above in a school term or staying on campus, they can apply for a CUHK account for wireless (Wifi) connection on campus. The closest Wifi access to the Centre is located at Yasumoto International Park G/F (opposite to Fong Yun Wah Hall). Otherwise, students can use the desktop computers in the language lab at G07 for internet access. 每學期修讀十二學分或以上的學生，或是在校內住宿的學生，都可以申請中大的戶口使用校內無線上網服務。最接近研習所的使用點是康本國際學術園地下（方潤華堂對面）。另外，學生也可使用所內 G07 語言實習室內的電腦上網。

CUHK Wifi service user guide 無線網絡連線:

www.cuhk.edu.hk/itsc/network/wlan/cuhkwifi-userguide.html

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
 T1 Stand-By Signal No.1 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"> Classes or exams as usual Listen to radio and TV broadcast for the latest warnings
 L3 Strong Wind Signal No.3 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"> Same as above
 No.8 North-East Gale or Storm Force Signal 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.		<ul style="list-style-type: none"> 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
 No.8 North-west Gale or Storm Force Signal 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.		
 No.8 South-East Gale or Storm Force Signal 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.		
 No.8 South-west Gale or Storm Force Signal 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.		
 Increasing Gale or Storm Signal No.9 Gale or storm force winds are increasing or expected to increase significantly in strength.		
 Hurricane Signal No.10 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"> Same as above
Rainstorm Warning Signals		Implications
 Amber Rainstorm Warning Signal 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"> Classes or exams as usual Listen to radio and TV announcements for road and traffic conditions
 Red Rainstorm Warning Signal 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"> Same as above
 Black Rainstorm Warning Signal 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"> Same as (a – d) Storm Force Signal No.8; if signal is hoisted during a class period: classes continue, students may leave at their discretion

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.*

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	www.immd.gov.hk/ehhtml/hkvisas.htm
Hong Kong Tourism Board 香港旅遊發展局	Events and traveling tips in HK. Many language options are available.	www.discoverhongkong.com
Hong Kong Government Information Service 香港政府一站通	Everything you can know about Hong Kong	http://www.gov.hk
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	www.edb.gov.hk/index.aspx?nodeid=4211
Hospital Authority 醫院管理局	Archive of HK hospitals and clinics information with health precautions in HK	www.ha.org.hk
Hong Kong Post 香港郵政	Postal services in Hong Kong and to any part of the world	www.hongkongpost.com

Hong Kong Major Transportation 香港主要交通

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

Major Media in Hong Kong 香港主要媒體

South China Morning Post 南華早報	www.scmp.com.hk
The Standard 英文虎報	www.thestandard.com.hk
Ming Pao Daily 明報	www.mingpaonews.com
TVB 無線電視	www.tvb.com.hk
ATV 亞洲電視	www.hkatv.com
Radio Hong Kong 香港電台	www.rthk.org.hk

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	www.mtr.com.hk
Continuing Education Fund 持續進修基金	www.sfaa.gov.hk/cef
SME Funding Scheme (Training) 中小企培訓資助	www.smefund.tid.gov.hk
Non-means Tested Loan Scheme 免入息審查貸款計劃	www.sfaa.gov.hk/eng/schemes/nlss.htm
Tax Deduction for Expenses of Self-Education 「個人進修開支」扣稅	www.ird.gov.hk/eng/faq/see.htm

Others 其他

Independent Learning Centre 自學中心	Many user friendly Cantonese and Putonghua online learning resources	http://www.ilc.cuhk.edu.hk/EN/CHResources.aspx
CUHK Partner Schools 香港中文大學伙伴學校	Exchange programmes between the 150 more schools and CUHK	www.cuhk.edu.hk/oal/linkage/exploringPartner.html
Chinese Testing site 漢語考試服務網	Applying for HSK and BCT exam and online exam preparation resources	www.chinesetest.cn
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.	www.ctshk.com/english/usageful/chinesevisa.htm

癸巳初春
謝志強書

語音踏結人文緣



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