

**Q1.** 中特班是必修課嗎？有規定修課期限嗎？

Is the CIDS Course a required class? Am I required to finish the course before a certain semester?

**A1.** 中特班並沒有規定修課期限，學生可視自己的修課計畫進行規劃，原則上僅需於畢業前完成。  
The CIDS courses do not have specific semester requirements, allowing students to choose when to take the courses based on their study plans. In principle, students only need to complete the course before they graduate.

是否為必修課，將視學生的身分而定：

Students' identity will determine if the CIDS courses are required courses:

◆ 大學部學生：為必修課；境外生得以修習中特班課程取代必修之「大學國文」(4學分)  
For Undergraduate Program Students: It is a required course. International Degree Students can use the credits of CIDS to waiver "College Chinese" (4 credits).

◆ 研究所：非必修課，但可能列為系所要求之畢業條件，請自行跟系所辦公室確認。

For M.A./Ph.D students: It is not a required course, yet it may be listed as one of the graduation requirements by departments. Please confirm with your own department office.

**Q2** 我要怎麼知道我該選哪個等級的課？

How do I know my class level or which class should I choose?

**A2** ■ 若您是**新生**（從未修過 CIDS 課程）If you are a **New Student** (who has never taken a CIDS Course before)：

1. 無中文相關學習經驗或少於 6 個月的學習經驗

Without any Chinese-related learning experience or learning experience is less than 6 months：自 **Level 1 開始修課** Start from Level 1

2. 有 6 個月以上的中文學習經驗

With more than 6 months of Chinese-related learning experience：須完成線上分班測驗以便判定程度 An online placement test will be conducted

■ 若您是**續讀生**（曾修過 CIDS 課程）If you are a **Continuing Student** (who has taken CIDS Course before)：接續原程度繼續上課 Move on to the next level

請留意相關公告訊息。確認程度後請依時程表自行上網完成選課。

Please pay attention to the latest news announced and follow the schedule informed to finish the course enrollment by yourself.

**Q3** 如果我覺得我被分到的程度跟我的程度不相符怎麼辦？我覺得太難了/太簡單了！

What should I do if I think the class level does not fit me? It is too hard/easy for me.

**A3** 分班程度係依照測驗結果安排，若您有調整程度的需求，請在當學期第三週前參加原程度的一堂課後再與老師進行換班討論。若老師評估後同意進行調整，請主動聯繫華語中心辦公室進行調整。在華語中心辦公室通知調整結果前，請維持在原程度上課，請勿自行進入其他課程。

Placement levels are determined based on test results and will not be changed once announced. If students need to adjust their level (e.g., if the course is too difficult or too easy), they must obtain the

instructor's consent. Students must request adjustments and discuss with the instructor after completing one class session by the end of the third week of the semester. If the instructor agrees, please contact the Chinese Language Center office for further assistance. **Please stay on the same level and wait for the updated notification from the CLC Office before moving to other levels.**

**Q4** 如果系上的課跟中特班衝堂了，怎麼辦？我可以跳級或降級嗎？  
What should I do if my CIDS Course is conflicted with my other courses? Can I higher or lower my class level?

**A4** 不可以。分班程度公告後不進行異動，除非老師評估判定有程度調整之必要。因中特班課程沒有規定修課期限，若與其他課程衝堂，請下學期再來上課。  
Once the placement levels are announced, they cannot be changed unless the instructor decides it's necessary. The CIDS course does not have a specific semester requirement. If there's a scheduling conflict with other courses, you can choose to take the CIDS course in the other semester.

**Q5** 我這學期想上中特班，但我錯過申請期限了，怎麼辦？  
What should I do if I miss the application period for the CIDS Course?

**A5**

- 新生（從未修過 CIDS 課程） New Student (who has never taken CIDS Courses before):  
請您待下學期再申請修課 Please apply for the courses in the future semester.
- 續讀生（曾修過 CIDS 課程） Continuing Student (who has taken CIDS Courses before):

請於開學第一周至華語中心辦公室辦理選課登記。若該課程尚有名額，將於特殊因素加退選期間進行人工加選若無餘額，請待下學期再申請修課填寫特殊因素選課單。Please visit the CLC Office to register for the class during the 1st week of the Semester. If there are still seats available, you will be added to the course during the Course Enrollment Stage Under Special Circumstances. Otherwise, you will need to re-apply for the CIDS Course in the next semester.

**Q6** 已經開學了，但我還沒加選到課程，我不想錯過上課進度，我應該怎麼辦？  
The semester has already started, but I haven't been able to enroll in any courses. I don't want to miss any classes. What should I do?

**A6** 上課前請至華語中心辦公室，確認您有申請課程後會核發上課許可證，方可進入課程。進入課堂時請先讓授課老師確認許可證，並得到他/她的允許才可參與課程。進入課堂時，請勿打斷課程進行。  
Before attending class, please visit the Chinese Language Center office to confirm your course application and receive a class permit. You must present this permit to the instructor and obtain their permission before joining the class. When entering the classroom, please do not disrupt the ongoing lesson.

**Q7** 符合我程度的課有好多門，全部都要選嗎？  
Several courses match my level. Do I need to choose all of them?

**A7** 不用，只須選修一門即可。  
No. You just need to enroll in 1 class.

**Q8** 我的程度的課都滿了，我應該怎麼辦？中特班是可以加簽的嗎？  
All the classes that fit my level are full. What should I do? Would there be additional seats available?

- A8** 原則上，額滿即不開放加簽。你可以詢問授課老師是否同意加簽並先填寫特殊因素加簽單，華語中心得視當下授課狀況及授課老師意願決定是否受理。  
Once a class is full, no additional requests will be accepted. You may ask the instructor if he/she agrees to have additional seats and complete the Registration Form for Course Enrollment Under Special Circumstances. The CLC will make the final decision on whether to accept the request based on the current teaching situation and the instructor's willingness.
- Q9** 為什麼我在使用選課系統選課時，會看到「Two courses have been taken, no longer allowed to be enrolled」的訊息，然後我就不能選課了？  
Why am I seeing the message "Two courses have been taken, no longer allowed to be enrolled" when I'm trying to enroll in courses using the Course Enrollment System, and then I can't enroll in any more courses?
- A9** 此訊息表示您已經修過兩學期的中特班課程。第三學期的修課申請一律採「人工加簽」方式辦理。欲修習第三學期的學生須於開學第一周填妥特殊因素選課申請表後（線上表單或紙本亦可），於申請截止前繳交至華語中心辦公室。若欲加簽的課程尚有名額將統一於當學期**特殊因素選課階段**由華語中心辦公室進行人工加簽。  
This message means that you have taken the CIDS Course for 2 semesters. Manual registration is required for the 3rd semester. To apply for the 3rd semester, students must complete the Registration Form for Course Enrollment Under Special Circumstances (available online or in paper form) in the 1st week of the semester to the CLC Office and submit it to the CLC Office before the application deadline. The CLC Office will process the request if seats are available during the **Special Circumstance Course Enrollment Stage**.
- Q10** 我對這個主題的課很有興趣，我可以再上一次嗎？  
I am really interested in this topic. Can I take this class again?
- A10** 不可以，請退選該課程。根據成大學則規定，重複修習學分不計入應修最低畢業學分內。  
No. Please drop the class. According to the NCKU Course Enrollment Regulations, the number of credits resulting from a course re-enrollment will not count toward the minimum number of credits for graduation but will be used in the calculation of the total grade for the semester and graduation.
- Q11** 多修的學分可以轉成通識學分嗎？  
Can the additional credits be used as credits in the field of General Education?
- A11** 不可以，若有通識學分的相關疑問，請洽通識中心。  
No. If you have other inquiries about the GE credits, please contact The Center for General Education.
- Q12** 如果我要退選課程，應該怎麼做？我需要事先取得老師的同意嗎？  
How can I withdraw from the course? Should I get permission from the instructor?
- A12** 您可以透過選課系統直接退選課程，不需要取得老師的同意。**請務必謹慎處理退選作業並確認是否成功完成**，以免影響個人權益。若有疑問可洽詢註冊組所屬系所櫃台職掌者。  
You can use the NCKU Course Information and Enrollment System to withdraw from the class without needing the instructor's permission first. **Please be careful when completing the withdrawal procedures and double-check that you have finished them.** If you need help, get in touch with the Registrar's Office.

📖 成功大學線上退選說明 NCKU Online Course Withdrawal Application Procedures :

- Q13** 為什麼我已經選完中文課了，但沒有出現在我的課表或是 Moodle 裡面？  
I am sure that I have added the CIDS Courses. But why can't I find it on my course schedule or Moodle?
- A13** 您可能是用到系統的「預排」功能。預排功能是讓學生可先依空堂時間做選課前的排課規劃，並非正式選課，**選課開放期間仍須上網加選課程。**  
You might use the "Pre-registration" Function instead of "Add the Course". "Pre-registration" is for students to plan the schedule for reference. **You still need to click "Add the Course" during the Course Enrollment Stage.**
- Q14** 我是研究所學生，目前有領獎學金。中特班課程會影響到我的 GPA 或領獎學金的資格嗎？  
I am a Graduate Program student, holding a scholarship. Will the CIDS course affect my GPA or eligibility for obtaining scholarships?
- A14** 中特班課程是正式課程，所以會列在成大的成績單上。因每個獎學金有不同的審核規定，請您直接向您所屬系所或是獎學金核發的各單位確認。  
As a formal course, the CIDS course will be listed and the grade will be shown on the NCKU Transcript. Since each scholarship may have different regulations, please contact your department office or the related association for confirmation.
- Q15** 我以前上過中特班，現在需要修課證明或成績單。你們可以給我證明嗎？  
I have previously attended the CIDS courses and now require a course completion certificate or transcript. Can you provide me with the documentation?
- A15** ◆ 如果您是 106 學年度以前修課的學生，請直接寫信連絡華語中心辦公室。  
If you took the course before the 2016 Academic Year, please contact the CLC office via email directly.  
◆ 如果您是 106 學年度以後修課的學生，您的學校成績單即是您的修課證明。  
If you took the course after the 2016 Academic Year, your NCKU Transcript will be the official document of your learning records.
- Q16** 成大的成績單上面沒有註記我學了多久的中文，但我需要這個資料。你們可以給我有時數的證明嗎？  
The NCKU Transcript does not mark how many hours of Chinese classes I've taken. Can you give me any kind of proof or certificate with the information of learning hours?
- A16** 根據臺灣教育部的相關辦法規定，每 18 小時的授課時數為一學分。成大成績單已是校方正式文件證明，將不另行開立其它證明。  
According to the related regulations legislated by the Taiwanese MOE, the calculation of credits for universities shall follow the principle that 18 teaching hours shall be equal to 1 credit. Since the NCKU Transcript is the official document with the higher effectiveness, CLC will no longer issue any other proof or certificate.

臺灣教育部大學法施行細則 Taiwanese MOE Enforcement Rules of the University Act

 <https://law.moj.gov.tw/LawClass/LawAll.aspx?pcode=H0030028>