境外生中文特別班 Chinese Courses for International Degree Students (CIDS) 常見問題 FAQs

Q1　中特班是必修課嗎？有規定什麼時候要修完嗎？
Is CIDS 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，學生可視自己的選課計畫進行規劃，原則上僅需於畢業前完成修課。
CIDS Courses do not require students to take the course in certain semesters, which means students can decide when to take the courses based on their own study plan. In principle, students only need to complete the course before their graduation.

是否為必修課將是您的身分而定 Is it a required course will depend on your identity：
- 大學部：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 MA./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　我要怎麼取得中特班(CIDS)的課程資訊？像報名表跟報名資訊？
Where can I get the information about CIDS Courses?

A2　中特班(CIDS)的課程資訊可在以下兩個地方取得 You can get the information about CIDS via：
- 請至本校國際處網頁，上方列表點選「在校須知」後可看到中文特別班，即可找到申請資訊。
  Please visit https://oia.ncku.edu.tw/p/404-1032-230533.php?Lang=en.
  Click "Life @ NCKU" and then "CIDS". The information is available there.
- 請參考華語中心境外生中文特別班網頁，可在「課程申請」找到申請資訊。
  Please visit NCKUCLC CIDS's Google Site at
  https://sites.google.com/gs.ncku.edu.tw/nckuclccids/
  You will be able to find the application information at "Apply for the Course".

Q3　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?

A3　
- 若您是<u>新生</u>（從未修過 CIDS 課程）If you are a **New Student** for CIDS Course (who have never taken 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** for CIDS Course (who have taken CIDS Course before)：接續原程度繼續上課 Move on to the next level

分班結果將公告於成大註冊組選課公告請留意相關訊息。確認程度請依時程表自行上網完成選課。
The Class-Level Announcement will be posted on the NCKU Course Enrollment System Announcement at 選課公告 **(ncku.edu.tw)**. Please pay attention to the latest news announced and follow the schedule informed to finish the course enrollment by yourself.

Q4 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? Is it too hard/easy for me.

A4 分班程度係依據分班測驗之結果安排，因此請先上完第一堂課。若您還是覺得太困難或太簡單，請先跟該堂課的老師討論。若老師也認同您的程度需要調整，請通知華語中心辦公室進行調整。
The Class-Level will follow the result of your placement test, therefore, please attend and finish the first class. If you still think the class is too hard or too easy for you, please have a discussion with the instructor first. If the instructor also agrees that your level needs to be adjusted, please notify the CLC Office for the adjustment.

Q5 如果系上的課跟中特班衝堂了，怎麼辦？我可以去跳級或降級嗎？
What should I do if my CIDS Course is conflicted with my other courses? Can I higher or lower my class level?

A5 不可以。分班結果一經公告，須先取得授課老師同意才可以進行程度調整。此外，根據成大學則規定，若選修課程衝堂，則兩門皆不計分。CIDS 課程沒有規定需要連續修課亦無規定修課期限，可以選擇之後再來修課。
No. Once the result is announced, the level adjustment will only be conducted under the instructors' agreement. According to the NCKU Regulation, if students are taking 2 courses at the same time, both of them will not be counted. CIDS courses neither ask students' to take 2 continuing semesters nor to finish the courses before a certain semester, which means you can take the course in other semesters. CLC will discuss with the instructors and have authority to decide if the student can take a higher level or not.

Q6 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?

A6
- 若您是新生（從未修過 CIDS 課程）
  If you are a New Student for CIDS Course (who have 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.
- 若您是續讀生（曾修過 CIDS 課程）
  If you are a Continuing Student for CIDS Course (who have taken CIDS Courses before):
  請您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 come to 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 Circumstance. Otherwise, you will need to re-

apply for the CIDS Course in the next semester.

Q7 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 new semester begins, yet I still do not add in any CIDS Courses. I do not want to miss any classes. What should I do?

A7 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。

Please come to the CLC Office before the course started. CLC Office will first confirm your application and the issue a Permission Card. Show the Permission Card to the teacher and get his/her approval, or you cannot attend the class. Please don't interrupt the class when you enter the classroom.

Q8 符合我程度的課有好多門，全部都要選嗎？

There are several courses corresponding to my level. Should I enroll in all the courses?

A8 不用，只須選修一門即可。

No. You just need to enroll in 1 class.

Q9 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. Would there be additional seats available?

A9 中特班課程人數上限為 17 人，額滿即不接受加簽。

The maximum capacity for each class is 17 people. Once the enrolled student number meets the maximum capacity, the request of adding a course or auditing will not be accepted.

Q10 要選課的時候，為什麼選課系統出現「Two courses have been taken, no longer allowed to be enrolled」的訊息？

When I was trying to add the course, the windows showed "Two courses have been taken, no longer allowed to be enrolled". Why does it happen and what should I do?

A10 看到此訊息表示您已經修過兩學期的中特班課程。若您想繼續第三學期的課程，修課申請一律採人工加簽方式辦理。請於開學第一周填妥特殊因素選課申請單，若欲加簽的課程尚有名額則於**特殊因素選課階段**進行人工加簽。

When you see this message, it means that you have taken the CIDS Course for 2 semesters. If you would like to continue the 3rd semester, you should fill in the Registration Form for Course Enrollment Under Special Circumstance during the 1st week of the semester. The registration request will be processed only if there are seats available in the **Special Circumstance Course Enrollment Stage**.

Q11 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?

A11 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, you cannot. Please drop the class. According to the NCKU Course Enrollment Regulations, the number of credits resulting from a course re-enrollment will not count into the minimum number of credits for graduation but will be used in the calculation of the total

grade for the semester and for graduation.

Q12 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?

A12 不可以，若有通識學分的相關疑問，請洽通識中心。
No, you cannot. If you have other inquiries about the GE credits, please contact The Center for General Education.

Q13 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?

A13 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 withdraw from the class using the NCKU Course Information and Enrollment System without getting permission from the instructor in advance. **Please handle the withdrawal procedures carefully and make sure if you have completed the procedures**. If you need any assistance, please contact the Registrar Office for assistance.

👉 成功大學線上退選說明 NCKU Online Course Withdrawal Application Procedures：
https://course.ncku.edu.tw/

Q14 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?

A14 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.**

Q15 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?

A15 中特班課程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。
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.

Q16 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 took CIDS courses before and I need a proof or certificate. Can you provide any kind of proof or certificate?

A16
■ 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。

Q17 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?

A17 根據臺灣教育部的相關辦法規定，每 18 小時的授課時數爲一學分。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 Taiwanese MOE, the calculation of credits for universities shall follow the principle that 18 teaching hours shall be equal to 1 credit. Since 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