

國立金門大學

國際暨兩岸事務處

華語文中心

Chinese Language Center,

Office of International and Cross-Strait Affairs,

National Quemoy University

正規班

學生手冊

Student Handbook

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歡迎詞

WELCOME !

國立金門大學華語文中心成立於 2017 年，擁有教學經驗豐富的華語文師資，設計的課程內容嚴謹而豐富。課程同時結合文化內容，讓學習者在練習華語的同時，還能瞭解中華文化；除了能讓課程更加有趣以外，也能讓學習者的華語語用更加正確。不論您是從未接觸過華語的零起點學習者，亦或是先前學過華語，但仍想再精進語言能力者，本中心都有適合您程度的課程等級。期待與想學習華語的您相遇。

Established in 2017, the Chinese Language Center of National Quemoy University has experienced Chinese language teachers and designs rigorous and rich courses. The course also combines cultural content, so that learners can learn Chinese culture while practicing Chinese; in addition to making the course more interesting, it can also help learners to use Chinese more correctly. Whether you are a beginner learner who has never been exposed to Chinese, or someone who has learned Chinese before but still wants to improve your language skills, our center has course levels that will suit your level. Looking forward to meeting you who want to improve your Chinese.

國立金門大學

總則

General Principle

本中心針對學生入學資格、繳費、分班、轉（調）班、併班、留/晉（升）級、退學、退費、續讀、成績考查、結業等任何有關學籍之事宜，擁有同意或拒絕之所有相關權力。

CLC reserves all the rights to verify entry admission, fee payment, class placement, class transferring/switching, class merging, grade retention or promotion, withdrawal, refund, registration for next term, and performance evaluation of report, and course completion.

基本規定

General Regulation

學員倘有下列情事，本中心有權要求學員即刻退學且不返還學費：

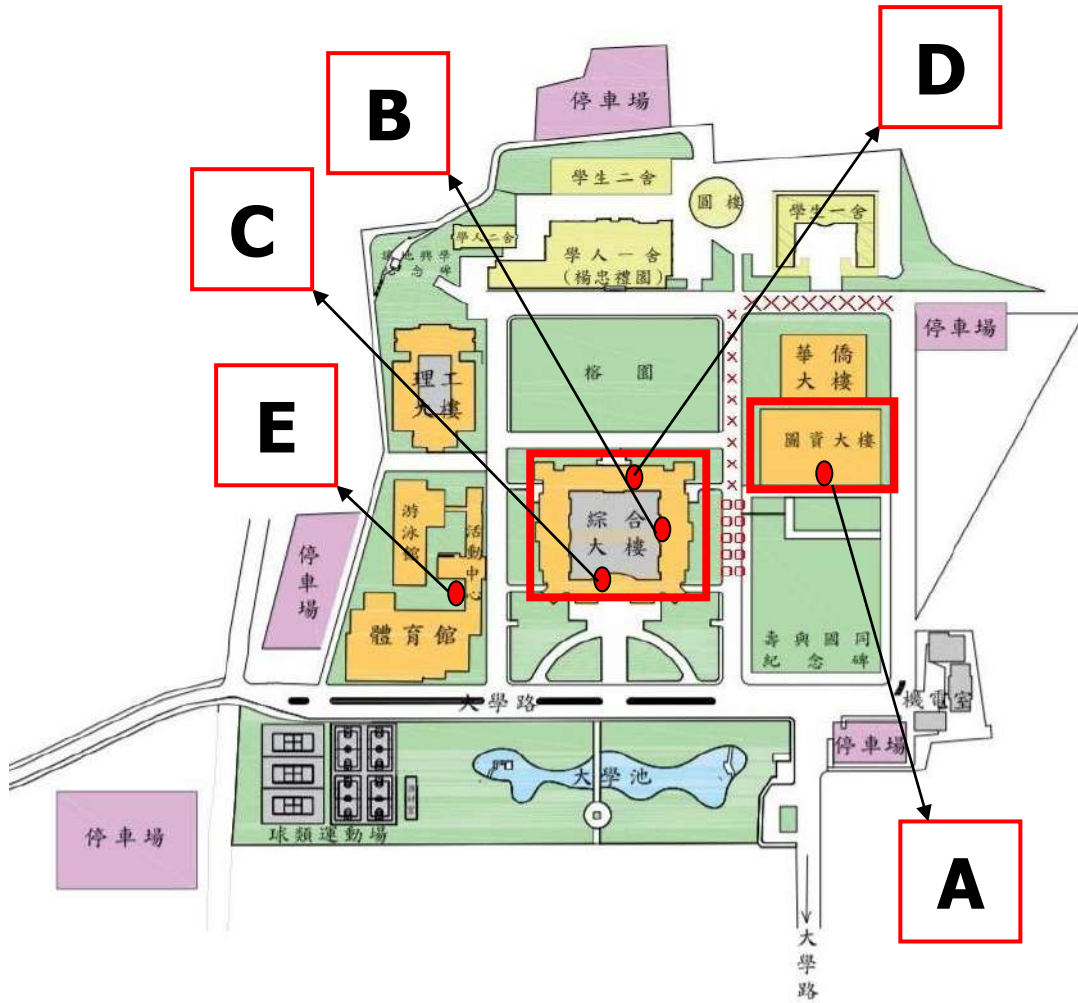
1. 對本校教職員生有恐嚇、威脅或暴力行為者。
2. 惡意破壞本校公物、違反公共安全，足以影響他人安全者。
3. 校園內喧嘩、製造聲響影響校園安寧或妨害公共秩序屢勸不聽者。
4. 觸犯性騷擾、性侵害等相關法律，對他人騷擾、言語攻擊影響他人者。
5. 未經事實查證，惡意攻擊、散播不實言論，足以影響教職員生聲譽者。
6. 經通報屬非法打工者。
7. 假借、冒用、變造證件或偽造文書作任何用途者。
8. 違反中華民國法律，經執法單位通報或經法院判刑者。
9. 缺席超過 1/3 課程者。
10. 其他不當行為(含上課態度不佳)，經本中心決議不適合繼續於本校就讀者。

Students who are found to be involved in any of the following misconducts, CLC has the right to expel students immediately without refund of the tuition fee.

- I. Those who have intimidated, threatened, or acted violently towards the instructors, staff members or other students.
- II. Those who intentionally damage the public property of the school, violate public safety, and affect the safety of others.
- III. Those who make loud noises in campus that affect the tranquility of the campus or disrupt the public, order and no improvement is made despite repeated warnings.
- IV. Violating laws related to sexual harassment and sexual assault, harassing others, or doing verbal attacks affecting others.
- V. Those who maliciously attack or spread false statements to affect the reputation of faculty members without verification of facts.
- VI. Those who have been notified as illegal migrant workers.
- VII. Those who submit fake, forged, borrowed, or altered documents for any purpose.
- VIII. Those who violate the laws of Republic of China, notified by law enforcement agencies, or sentenced by the court.
- IX. Those who are absent for more than 1/3 of the program.
- X. Other misconducts (including learning attitude) that are considered inappropriate for continuing the study at our university.

金大校園資訊

Information About NQU Campus



A. 圖書館	圖資大樓 2F	週一至週五 8:00 ~ 21:30 週六至週日 8:00 ~ 17:30
B. 學生交誼廳	綜合大樓 4F 華語文學系系中庭	無關閉時間
C. 國際暨兩岸事務處	綜合大樓 4F	週一至週五 8:00 ~ 17:30
D. 華語文中心	綜合大樓 3F	週一至週五 8:00 ~ 17:30
E. 衛保室	活動中心 1F	週一至週五 8:00 ~ 17:30
A. Library	Library and Information Building 2F	Mon. to Fri. 8:00 ~ 21:30 Sat. to Sun. 8:00 ~ 17:30
B. Student Lounge	Student Lounge Atrium of Chinese Language Department in Main Building 4F	No Closing Time
C. Office of International and Cross-Strait Affairs	Office of International and Cross-Strait Affairs Main Building 4F	Mon. to Fri. 8:00 ~ 17:30
D. Chinese Language Center	Main Building 3F	Mon. to Fri. 8:00 ~ 17:30
E. Medical Equipment Maintenance Office	Event Center 1F	Mon. to Fri. 8:00 ~ 17:30

華語文中心正規課程

Regular Chinese Language Program (RCLP)

「正規課程」由入門華語至進階華語，共分為 3 級 6 階課程均以中文授課，採密集訓練，每週授課 15 小時，一期課程為 12 週共計 180 小時。教師得依學生程度調整課程，課程皆為聽說讀寫班。初級班著重口語會話能力之培養，中級班以上逐步加強寫作能力以及書面語之使用，中高級以上增加新聞與思想文化方面之教材。課程含定期文化參訪及團體活動，鼓勵國際學生與台灣學生互動，體驗中華文化。

Regular Chinese Language Program (RCLP) is designed for students who study Chinese as a second language. The classes are divided into 3 levels and 6 stages, from introductory Chinese to advanced Chinese. All classes are taught in Chinese. The courses are taught for 15 hours a week. The long-term courses are 180 hours in total for 12 weeks. Teachers must adjust the curriculum according to the level of students. The course for the primary class includes listening, speaking, reading, and writing classes, focusing on the cultivation of oral and conversational skills. The intermediate class and above will gradually strengthen the writing ability and the use of written language. The intermediate and advanced classes will learn news, ideological and cultural textbooks. The courses of all levels include regular cultural visits and group activities to encourage international students to interact with Taiwanese students and experience Chinese culture.

課程和教材

Courses and Materials

課別/ 程度	課名	適合學生程度	學習指標與主題	建議教材/上課進度	
				時代華語	當代中文 課程
初級 (I~II)	初級 華語 I	(I) 完全不會華語，沒 有華語基礎與概 念的學生 以目標達到 CEFR A1 學生為主	<ol style="list-style-type: none"> 1. 學會漢語拼音或注音符號 2. 發音與聲調訓練 3. 學會基礎生活會話， 認識詞性與功能，例 如：時間、地點、購 物、交通 4. 學會長句型的閱讀能 力 5. 學會書寫簡單的句型 6. 詞彙量約 500 個 	第一冊： 第 1~16 課	第一冊： 第 1~15 課
	初級 華語 II	(II) 已學會中文拼音 (或注音符號)、 基本生活會話，詞 彙量已達 500 個 的學生 以目標達到 CEFR A2 學生為主	<ol style="list-style-type: none"> 1. 學會基礎文法與造句 2. 學會實用生活會話， 例如：節日、人際關 係、飲食、休閒活動 3. 學會短篇閱讀能力 4. 學會書寫句子及對話 5. 詞彙量約 600 個 	第二冊： 第 1~16 課	第二冊： 第 1~15 課

課別/ 程度	課名	適合學生程度	學習指標與主題	建議教材/上課進度	
				時代華語	當代中文課程
進階級 (I~II)	進階 華語 I	(I) 會進階文法與造句，具備書寫能力，詞彙量已有1,100個的學生以目標達到CEFR B1 學生為主	<ol style="list-style-type: none"> 1.學會進階文法 2.學會進階生活會話，例如：醫療、氣候、社會環境、流行文化等 3.學會中篇閱讀能力 4.學會短文寫作能力，能寫出描述經驗、事件、情感的短文 5.詞彙量約 800 個 	第三冊： 第 1~16 課	第三冊： 第 1~12 課
	進階 華語 II	(II) 會進階文法與造句，具備書寫能力，詞彙量已有2,000個的學生以目標達到CEFR B2 學生為主	<ol style="list-style-type: none"> 1.學會高階文法 2.學會高階生活會話，例如：科技、經濟、歷史文化、社會結構 3.學會長篇閱讀能力 4.學會篇章寫作能力，能針對特定主題提出支持或反對的理由 5.詞彙量約 1,000 個 	第四冊： 第 1~16 課	第四冊： 第 1~12 課

課別/程度	課名	適合學生程度	學習指標與主題	建議教材/ 上課進度
				當代中文課程
流利精通級 (I~II)	高級華語 I	(I) 會高級文法與造句，具備書寫能力，詞彙量已有 3,000 個的學生 以目標達到 CEFR B2、C1 學生為主	1. 學會高級文法，並能主題式、議題式的論述 2. 學會主題式文本資料的閱讀與寫作能力 3. 學會寫作及論述皆能對特定議題以清楚的邏輯結構提出支持與反對的理由，通篇脈絡大致清楚且文句通暢，並能適時使用書面語 4. 詞彙量約 900 個	第五冊： 第 1~10 課
	高級華語 II	(II) 會高級文法與造句，具備書寫能力，詞彙量已有 4,000 個的學生 以目標達到 CEFR C1 學生為主	1. 學會主題式、議題式的論述 2. 學會各種主題長篇文本資料的閱讀與寫作能力 3. 學會寫作及論述皆能對特定議題予以評析與批判，通篇脈絡大致清楚且文句通暢，並能靈活使用書面語 4. 詞彙量約 900 個	第六冊： 第 1~10 課

註：

(1) 一階以 180 小時為原則。

(2) 此表所列教材僅作參考，實際教學可依照各班狀況調整之。

Class/ Level	Course Name	Placement	Learning Objectives and Topics	Textbook/ Schedule (Suggested)	
				Modern Chinese	A Course in Contemporary Chinese
Basic (I~II)	Basic Chinese I	<p>(I) Students who do not know Chinese at all and have no Chinese foundation and concepts.</p> <p>The goal is to achieve CEFR A1 students.</p>	<ol style="list-style-type: none"> 1.Learn Chinese pinyin or phonetic symbols. 2.Pronunciation and tone training. 3.Learn basic life conversations, recognize parts of speech and functions, such as: time, place, shopping, transportation. 4.Learn the ability to read long sentences. 5.Learn to write simple sentence patterns. 6.About 500 vocabulary words 	Volume 1 : Lessons 1~16	Volume 1 : Lessons 1~15
	Basic Chinese II	<p>(II) Students who have learned Chinese pinyin (or phonetic symbols) , basic daily conversations, and have a vocabulary of 500.</p> <p>The goal is to achieve CEFR A2 students.</p>	<ol style="list-style-type: none"> 1.Learn basic grammar and sentence making 2.Learn practical life conversations, such as: festivals, interpersonal relationships, eating, leisure activities. 3.Learn to read short stories. 4.Learn to write sentences and dialogues. 5.The vocabulary is about 600 words. 	Volume 2: Lessons 1~16	Volume 2: Lessons 1~15

Class/ Level	Course Name	Placement	Learning Objectives and Topics	Textbook/Schedule (Suggested)	
				Modern Chinese	A Course in Contemporary Chinese
Advanced (I~II)	Advanced Chinese I	(I) Students who have advanced grammar and sentence making ability, have writing skills, and have 1,100 vocabularies. Mainly aiming to achieve CEFR B1 students	1.Learn advanced grammar. 2.Learn advanced life conversation, such as: medical treatment, climate, social environment, popular culture, etc. 3.Learn to read medium-level essay. 4.Learn the ability to write essays, and be able to write essays that describe experiences, events, and emotions. 5.About 800 vocabulary words	Volume 3: Lessons 1~16	Volume 3: Lessons 1~12
	Advanced Chinese II	(II) Students who have advanced grammar and sentence making ability, have writing skills, and have 2,000 vocabularies. Mainly aiming to achieve CEFR B2 students	1.Learn advanced grammar. 2.Learn advanced life conversation, such as: technology, economy, history and culture, social structure. 3.Learn long-form reading ability. 4.Learn to write essays and be able to give reasons for or against specific topics. 5.About 1,000 vocabulary words	Volume 4: Lessons 1~16	Volume 4: Lessons 1~12

Class/ Level	Course Name	Placement	Learning Objectives and Topics	Textbook/ Schedule (Suggested)
				A Course in Contemporary Chinese
Mastery (I~II)	Mastery Chinese I	(I) Students who can master advanced grammar and sentence making, have writing skills, and have a vocabulary of 3,000. Mainly target to achieve CEFR B2, C1 students.	1.Learn advanced grammar and be able to discuss topics and issues. 2.Learn the ability to read and write topic-based texts. 3.Learn to write and discuss, and be able to put forward reasons for support and opposition to specific issues in a clear logical structure. The context of the text is generally clear and the sentences are smooth, and the written language can be used in a timely manner. 4.The vocabulary is about 900	Volume 5: Lessons1~10
	Mastery Chinese II	(II) Students who can master advanced grammar and sentence making, have writing skills, and have a vocabulary of 4,000. Mainly for students who aim to achieve CEFR C1 or above.	1.Learn to discuss topics and issues. 2.Learn the ability to read and write long-form texts on various topics. 3.Learn to write and discuss, to be able to comment on and criticize specific issues, the context of the text is generally clear and the sentences are smooth, and can use written language flexibly. 4.The vocabulary is about 900.	Volume 6: Lessons 1~10

Note :

(i)The principle of the first stage is 180 hours.

(ii)The teaching materials listed in this table are for reference only, and the actual teaching can be adjusted according to the situation of each class.

課程行事曆

Curriculum

課程起訖日以官網為準，詳見網址：<https://clc.nqu.edu.tw/>

或來信詢問：clc.nqu@gmail.com；clc@nqu.edu.tw

The information of the course start and end date are subject to the official website, check the website for details: <https://c.nqu.edu.tw/>

If you have any question please don't hesitate to contact us via this email: clc.nqu@gmail.com ; clc@nqu.edu.tw

修業規範

Studying Regulation

1. 取一個中文名字

I. Have Your Own Chinese Name

開課第一週內，請任課老師為你取一個「中文名字」，並至華語文中心（R323）完成登記，逾期登記或更改，酌收手續費 NT\$1,000 元。

Within the first week of the course, please ask the teacher to pick up a "Chinese name" for you and complete the registration at the Chinese Language Center (R323). NT \$ 1,000 will be charged for late registration or modification.

2. 正規班結業標準

II. Completion Requirement

未能達成以下標準，即為留級：

- (1) 出席率達 80%
- (2) 成績達 70 分

Failure to meet any of the above-mentioned criteria will be required to repeat the same grade:

- (i) Attendance rate reaches at least 80%
- (ii) Overall performance reaches at least 70 points

3. 出席規定

III. Attendance Regulation

- (1) 學員出席達 80% (144 小時) 方能申請結業證書或成績單。
- (2) 扣分規定
 - 1) 遲到 (15 分鐘以內): 扣學習態度成績
 - 2) 請假或曠課: 扣出席成績。
 - 3) 遲到/早退 (超過 15 分鐘): 視同缺席 1 小時, 扣出席成績。
- (3) 人事行政局所公告之國定假日不上課, 亦不補課。
- (4) 人事行政局所公告之因應天災所取消之課程不補課。
- (5) 本中心需依規定通報教育部、外交部及移民署等相關單位任何有關學員之入學、退學及出缺席狀況。
 - (i) To receive the certificate of course completion or the transcript, students must attend at least 80% (144 hours) of the program.
 - (ii) Deduction Rule:
 - i) Being late (within 15minutes) : deducting learning attitude points.
 - ii) Leave or absence, deducting points on the conducted evaluation.
 - iii) Out of the classroom for more than 15 minutes per class, deducting points on the conducted evaluation.
 - (iii) There will be no class on public holidays as announced by the Central Personnel Administration, and there will be no make-up class.
 - (iv) The class will be canceled if there is a natural disaster announced by the Central Personnel Administration, and there will be no make-up class.
 - (v) CLC is responsible to notify the Ministry of Education, Ministry of Foreign Affairs, National Immigration Agency and other relevant units for any changes in student's enrollment status in accordance with the regulations.

4. 請假規定

IV. Leave Policy

- (1) 學員需依規定提供「請假單」及其它相關證明文件（例如：出入境證明、醫療單據、診斷證明書等）。病假連續三天以上需提供就醫證明。任何請假時數將累計至缺席總時數。
 - (2) 依結業標準（第 12 頁）規定，學員出席率需達 80%（即 144 小時）。
 - (3) 任何缺席時數都可能致使申請延長停留簽證或居留證遭拒絕，若因缺席時數而無法申請簽證或居留證，學員需自行承擔後果，本中心概不負責。
-
- (i) Students are required to provide *Leave Form* and other relevant supporting documents for any personal leave (i.e. entry / exit stamps on passport, medical documents, diagnose certificate, etc.). Those who take sick leaves for or more than 3 consecutive days must provide relevant medical documents. Each missed class will be accumulated to the total number of absence hours.
 - (ii) According to the course completion requirement (page 12), students must attend 80% (144 hours) or more of the study program to obtain the certificate of course completion.
 - (iii) Any absence might result to the rejection in applying for visa extension or Alien Resident Certificate (ARC). Students who failed in applying for their Visa or ARC due to their absence in school, should take the full responsibility for the consequences.

5. 轉（調）班

V. Class Transferring

- (1) 正規班課程費用已繳清者，尚欲更換程度級別，可於開課當週（5 個工作天）內填妥「轉（調）班申請表（表 101）」至華語中心（R323）提出申請，經本中心審核及評估後，並經原班及新班教師簽名同意，方可辦理，逾時恕不受理。
- (2) 轉、調班申請以一次為限。
※一經成功轉出，不可要求轉回原班；且有可能因班級人數額滿而無法轉出或轉入。
- (3) 欲申請同級轉班者，酌收手續費 NTD. 1,500 元。
- (4) 本中心保留審核轉（調）班之權利。
 - (i) For those who have paid the course fees and want to change their level, they can fill in the *Application Form for Transferring Class (Form101)* to the Chinese Language Center (R323) within the first week of the course (within 5 business days). The process will be completed after the application form has been reviewed and evaluated by CLC as well as getting signed and approved by the teachers of the original class and the new class. Any overdue request of changing class will not be accepted.
 - (ii) The application for transferring class can only be done ONCE.
※Once you have successfully transferred out, you cannot request to be transferred back to the original class; and it may be impossible to transfer out or in due to the full class quota.
 - (iii) A cost of NT\$1500 will be charged for switching class at the same course level.
 - (iv) CLC reserves the right to verify all transferring applications.

學員調班申請單

Application Form for Class Transferring

護照姓名 Passport Name		護照號碼 Passport Number	
中文姓名 Chinese Name		連絡電話 Phone Number	
電子信箱 E-mail			
原上課班級 Original Class			
調班班級 Final Class			
調班事由 Transferring Class Reason			
承辦人 Undertaker		中心主任 Director of CLC	
備註 Note			

表格填寫日期：_____

Form filling date:_____

6. 成績評量及續讀限制

VI. Performance Evaluation and Renewal Restrictions

學業成績 80% Academic Performance 80%	日常評量 50% Daily Assessment 50%	學習態度 10% Learning Attitude 10%	課堂參與度 5% Class Participation 5%
		學習能力 40% Learning Ability 40%	準時交作業 5% Hand in Homework on Time 5%
			平時測驗 20% Usual Quiz 20%
出席成績 20% Attendance 20%	定期評量 30% Regular Assessment 30%	期末考 30% Final Exam 30%	綜合能力表現 20% Comprehensive Performance 20%
			筆試/口試 30% Written Test/ Oral Test 30%
★按缺席時數計算 Calculated by the Number of Absence			

※ 同程度級別課程連續兩學期仍未能晉（升）級者，不得續讀。

※ 學員出席未滿 144 小時者，不給予學期總成績。

※ For those who have continuously studied in the same level for two consecutive semesters but still failed to enter the next level, will be denied to continue the study.

※ Participants who attended less than 144 hours will not be able to issue transcript.

7. 成績單或結業證書申請規範

VII. Rules for Application of Transcripts or Certificate

- (1) 學期結束後，學員達結業標準即可領取成績單或結業證書，以一份為限。
- (2) 成績單：每張申請費用為 NTD. 50，當天可領取；如需當學期成績，請於該學期結束後再申請，需 5 個工作天。
- (3) 結業證書：每張申請費用為 NTD. 300，需 4 個星期，申請資格比照 p.12 結業標準。（若於結業後一週內申請，需多加一個星期之審核工作天數。）
- (4) 學員需至華語文中心（R323）填寫申請書，如無法親自取件需郵寄，請檢附回郵信封（郵資約 NTD. 240~NTD. 520，實際費用視國家地區而定，依郵局公告為準），本中心將寄至學員指定地址。
 - (i) After the semester is over, students who meet the graduation standard can receive a transcript or a certificate of completion, limited to one.
 - (ii) If you want to application additional Transcript. Each application fee is NTD. 50. The transcript can be picked up in the same day as the application day; if you need transcript of the current semester, please apply again after the end of the semester. It takes 5 working days.
 - (iii) If you want to application additional Certificate of Course Completion. Each application fee is NTD. 300 and it takes 4 weeks to process. The application qualifications are based on the completion standard explained in page 12. (If you apply within one week after completion of the course, you need to wait for a week of business days)
 - (iv) Please fill out the application form at Chinese Language Center (R323). If student cannot pick up the transcript or certificate in person, or the documents need to be sent by post, please attach a self-addressed envelope along with the application (the postage approximately costs NTD. 240~NTD. 520, the fixed price depends on the country and region, post office announcements can affect the cost), and CLC will send it to student's designated address.

備註：

成績複查規範

學員倘對學期成績有疑義，可提具書面成績單影本及「成績複查申請書(表 102)」向華語文中心申請複查。華語文中心於收訖書面申請後將與任課教師進一步瞭解學生上課情況與評分標準，由華語文中心審核、評估後，出具書面說明回函。

Note :

Application Rules for Grade Review

If students have doubts about the semester's results, they can submit a copy of the written transcript and *Application for Review of Results* (Form102) to the Chinese Language Center to apply for a review. After receiving the written application, CLC will further review the students' class conditions and grading standards with the teacher. After CLC reviews and evaluates, a written explanation letter will be issued.



學生學期成績複查申請表

Application for Review of Results

申請日期：____年____月____日

Date of Application: ____ (year) ____ (month) ____ (date)

課程名稱 Class Name		任課教師 Class Teacher	
姓名 Name		學號 Student ID	
課程季度 Course Seasons and Years	____年 (year)	聯絡電話 Phone Number	
	____季班 (season)	電子信箱 E-mail	
複查理由 (學生填寫) Reason of Review (Student Fill In)			
複查結果 (任課教師填寫) Review of Results (Class Teacher Fill In)	※ 請老師詳填分數計算過程，如需更改成績，除回覆本表外，請務必於接獲申請後 7 天內 (不含假日) 填寫「教師更改學生成績申請表」提出申請。		
經辦人 Undertaker	任課教師 Class Teacher	單位主管 Director of CLC	

附註：

- (1) 學生申請複查成績相關說明：請於成績公布後 10 日內（不含假日）提出申請，且以一次為限，逾期概不受理。
- (2) 一份申請表僅能申請複查一季（需檢附成績單）。
- (3) 授課教師應於接獲中心通知後後 7 日內（不含假日）完成複查手續，並將申請單正本送至中心備查。

Note:

- (i) Instructions for students applying for re-checking of scores: Please submit an application within 10 days (excluding holidays) after the results are announced, and the application is limited to one time. Late applications will not be accepted.
- (ii) One application form can only apply for re-examination of one season (a transcript is required).
- (iii) Teachers should complete the review procedures within 7 days (excluding holidays) after receiving the notification from the center, and send the original application form to the center for future reference.

8. 退費規定

VIII. Refund Policy

- (1) 學費退費規定依據「推廣教育辦法」如下：
- 1) 課程開始前：退九成學雜費。
 - 2) 課程開始未達 1/3 期程：退 1/2 學費。
 - 3) 課程開始超過 1/3 期程：不退費。
 - 4) 已繳代辦費應全額退還。但已購置成品者，發給成品。
 - 5) 學校因故未能開班上課，應全額退還已繳費用。
 - 6) 經通報屬非法打工或其它違法，違規事實而無法繼續就學者，不退費。
- (2) 符合上述退費資格之學員，需由本人持「護照」及「繳費收據」親自至櫃台辦理退費手續，本中心於核准後兩週內會通知學員本人親自至櫃台領取，或將款項匯款至學員指定帳號，其它費用如報名費、書籍費等，概不退還。
- (3) 如有匯款手續費及當日匯率差額將由學生自行負擔。

- (i) Tuition refund regulations are based on the "Promotion of Education Measures" as follows:
- i) Before the start of the semester: 90% of tuition and miscellaneous fees will be refunded.
 - ii) If you have not reached 1/3 of the semester at the beginning of the semester: 1/2 of the tuition fee will be refunded.
 - iii) More than 1/3 of the semester starts: no refund.
 - iv) The paid agency fee will be fully refunded, but purchased learning materials are non-refundable.
 - v) If the school fails to open classes for some reason, the paid fees shall be refunded in full.
 - vi) If you are notified of illegal work or other violations, and you cannot continue to study as a result of the violation, no refund will be given.
- (ii) **Students who meet the above refund qualifications must go to the counter in person with their "passport" and "receipt" to complete the refund procedure.** Please note that the process will take about 2 weeks, the refund can either be picked up in person or transferred into the designated bank account. Other relevant fees (i.e. registration fees, books, etc.) are not refundable.
- (iii) If any students will bear the remittance fees and exchange rate.

交誼廳使用規範

Recreation Lounge Rules

為提供本中心學員課餘休閒及聯誼之需要，於本校華語文學系系中庭設置交誼廳。為維護廳內整潔及舒適，特訂定本須知，以共同遵守。

1. 本廳僅供華語文學系及本中心使用。
2. 本廳開放時間：全天。
3. 請自行保管財物，如有任何損失，概不負責。
4. 為維護廳內整潔，離開時請自行將廢棄物丟置於各層樓的垃圾桶。
5. 禁止吸煙及高聲談話，以保持室內清潔與安靜。
6. 禁止攜帶違禁品入內。
7. 違反上述規定及國立金門大學校規者，國立金門大學有權拒絕其使用並議處。

In order to provide the students with leisure and networking needs, a recreation lounge is opened in the Atrium of Department of Chinese Studies, in order to maintain the cleanliness and comfort of the lounge, this notice is made for mutual compliance.

- I. The hall is only for the use of the Department of Chinese Studies and CLC.
- II. Opening hours: All day.
- III. Please guard your own belongings. We will not be responsible for any loss.
- IV. To maintain the cleanliness of the lounge, please independently dispose the waste to the trash cans provided on each floor.
- V. Smoking and talking loudly are prohibited in order to keep the room clean and quiet.
- VI. It is forbidden to bring prohibited items stated in the rules of National Quemoy University inside.
- VII. In case of violation of the regulations mentioned above and the rules of National Quemoy University, National Quemoy University has the right to forbid the student to use the lounge and discuss the punishment.

簽證

Visa Application

1. 申請研習中文停留簽證來

至中華民國駐外館處申請

以 60/90 停留簽證來台者，可於簽證到期日前 14 天，至內政部移民署申請延長簽證。

2. 申請延長簽證

至內政部移民署申請

延長簽證最長時限與所給之停留簽證時限相等，可重複申請，最多可延長 6 個月。入境期滿四個月，可至外交部領事事務處申請研習中文居留簽證。
(若要延期六個月以上，可申請研習中文居留簽證)

3. 申請研習中文居留簽證

至外交部領事事務處

持停留簽證入境期滿四個月，可申請研習中文居留證，最長使用期限為兩年。只能申請一次，不可延期。

4. 申請外僑居留證

至內政部移民署

拿到研習中文居留簽證後，應在 15 日內申請外僑居留證。外僑居留證最多可延長在台時間一年，期滿可再至內政部移民署申請延期，無限制延期次數。

I. Apply Chinese study visitor visa

Apply to the overseas embassy of the Republic of China.

Those who come to Taiwan with a 60/90 Chinese study visitor visa can apply for a visa extension to the National Immigration Agency of the Interior 14 days before the visa expiry date.



II. Apply Extension Visa

Apply to the National Immigration Agency.

The maximum duration of the extension of the visa is same to the duration of the visitor visa given, and repeated applications can be extended for a maximum of 6 months. After entering the country for 4 months, you can apply for a Chinese study residence visa at the Bureau of Consular Affairs, Ministry of Foreign Affairs.
(If you want to extend more than six months, you can apply Resident Visa for Studying Chinese)



III. Apply Resident Visa for Studying Chinese

Apply to the Bureau of Consular Affairs, Ministry of Foreign Affairs.

After entering the country with a visitor visa for 4 months, you can apply for a Chinese study residence visa for a maximum stay of 2 years. You can only apply once and cannot be extended.



IV. Apply Alien Resident Certificate

Apply to the National Immigration Agency.

After obtaining the Chinese study residence visa, you should be applied for Alien Residence Permit within 15 days. The alien resident certificate can be extended for a maximum of 1 year in Taiwan, and upon expiration, an application for extension can be made to the National Immigration Agency, unlimited times.

1.申請研習中文停留簽證

來台研習中文之外籍人士一律持下列文件及簽證規費向中華民國駐外館處申請停留簽證入境。

- (1) 簽證申請表(須至「簽證線上填表」填寫，列印產出具有條碼之簽證申請表，並親自簽名確認)。
網址：<https://visawebapp.boca.gov.tw>
- (2) 6個月內2吋彩色大頭照2張(背景須以白色為底色)。
- (3) 護照正本及影本(護照效期須為6個月以上且有空白頁。請影印含照片在內之護照基本資料頁及前次來台簽證)。
- (4) 教育部認可之大學附設之華語文教學中心或機構核發之入學許可正本及影本。
- (5) 研習計畫書正本及影本(內容應包含研習中文動機及研習計畫)。
- (6) 財力證明正本及影本(例如銀行存款證明、國外匯款證明)。
- (7) 其他視個案要求提供之文件。

詳情請參閱外交部領事事務局研習中文停留簽證頁面。

網址：<https://reurl.cc/ZAOnol>

I. Apply Chinese Study Visitor Visa.

For foreigners who come to Taiwan to study Chinese, they should apply for a visitor visa at the overseas embassy of the Republic of China with the above documents and visa fees.

- (i) Visa Application Form. (You must fill in the "Visa Online Form", print out the visa application form with barcode, and sign in person for confirmation.)
Website: <https://visawebapp.boca.gov.tw>
- (ii) Two 2-inch color photos within 6 months. (The background must be white.)
- (iii) Original and photocopy of passport. (Passports must be valid for more than 6 months and have blank pages. Please make a photocopy of the basic information page of the passport including the photo and the visa for the previous visit to Taiwan.)
- (iv) The original and photocopy of the admission permit issued by the Chinese language teaching center or institution attached to the university recognized by the Ministry of Education.
- (v) The original and photocopy of the study plan. (The content should include the motivation and study plan for studying Chinese)
- (vi) The original and photocopy of the financial certificate. (For example, bank deposit certificate, foreign remittance certificate)
- (vii) Other documents as required on a case-by-case basis

For details, please refer to the Chinese language study visitor visa page of Bureau of Consular Affairs, Ministry of Foreign Affairs.

Website: <https://reurl.cc/ZAOnol>

2. 延長簽證

(1) 申請地點：內政部移民署

(2) 簽證類別及申請時間

停留期限為 60 天或 90 天且無「不得延期」字樣註記者，抵台後倘須作超過原停留期限之停留，得於期限屆滿前，檢具有關文件向停留地內政部移民署各縣（市）服務站申請延長停留，最長得延期至 180 天為限。

※ 註：在本校就讀華語課程滿 4 個月並繼續註冊 3 個月以上，且符合居留簽證之要件者，得於所持停留簽證之停留期限屆滿前 15 日內，向領事事務局或外交部中、南、東部、雲嘉南辦事處申請改換居留簽證。

(3) 應備文件

- 1) 申請表一份
- 2) 護照正本及影本一份
- 3) 本次入境(或境內取得之)簽證正本及影本一份
- 4) 語言中心之註冊證明及出缺席紀錄(申請延期之前三個月上課缺課時數達總上課時數四分之一以上者不得延期)。

(4) 注意事項

- 1) 停留期間均自入國翌日起算。
- 2) 持落地簽證或以免簽證方式入國者，不得申請延期。
- 3) 以「研習華語文」事由申請延期者，須由本人親自辦理。
- 4) 依據《入出國及移民法》第二十八條規定：「十四歲以上之外國人，入國停留，居留或永久居留，應隨身攜帶護照，外僑居留證或外僑永久居留證。」
- 5) 依據《入出國及移民法》第三十一條規定：「外國人於居留期間，變更居留住址或服務處所時，應向入出國及移民署申請辦理變更登記。」未向移民署服務處登記新地址，將裁罰新台幣 2,000~10,000 元。

詳情請參閱內政部移民署停留延期頁面。

網址：<https://reurl.cc/7DX2qd>

II. Extension Visa

- (i) Place of Application: National Immigration Agency
- (ii) Type of Visa and Extension Time
For R.O.C. visa holder that is valid for 60 or 90 days, with no LIMITED STAY or NO-EXTENSION stamp, is allowed to apply for Visa Extension before the expiry date, maximum extension is up to 180 days.
※ For those who have studied in NQU CLC over 4 months and have enrolled the next semester for length at least three months, also meet all requirements of Resident Visa, are allowed to apply for Resident Visa (at least 10 business days before expiry date) at Ministry of Foreign Affairs.
- (iii) Required Documents
- i) One application form.
 - ii) Original and photocopy of passport.
 - iii) The original and a photocopy of the visa for this entry (Or obtained in Taiwan.)
 - iv) The registration certificate and absence record of the language center. (Those who have been absent from classes in the three months prior to the application for extension and have been absent for more than 1/4 of the total class hours cannot be extended) registration certificate and attendance record issued by NQU CLC.
- (iv) Notice
- i) The period of stay shall be counted from the day after entering the country.
 - ii) Those who have entered the country with a visa on arrival or visa-free access shall not apply for an extension.
 - iii) Those who apply for an extension on the grounds of "studying Chinese language" must apply in person.
 - iv) All foreigners must carry and present their passports or ARCs to any police officer upon request. Students should always carry their student ID cards with them.
 - v) ARC holders must notify National Immigration Agency and re-register the new resident and/or place of employment address (within 15 days). The penalty for not re-registering is NTD. 2,000~10,000.

For details, please refer to National Immigration Agency of Service Extension of Stay page.

Website: <https://reurl.cc/7DX2qd>

3. 申請研習中文居留簽證

(1) 申請地點：外交部領事事務局

(2) 應備文件

- 1) 簽證申請表
- 2) 6個月內2吋彩色大頭照2張（背景須以白色為底色）。
- 3) 護照正本及影本應有六個月以上效期及空白頁。
- 4) 3個月內之健康檢查合格證明正本及影本。
- 5) 教育部認可之大學附設之華語文教學中心所核發之在學及註冊證
- 6) 上課出缺席紀錄證明正本及影本，缺課（含請假時數）不得超過上課總時數之四分之一。
- 7) 成績單正本及影本，研習期間之測驗成績。
- 8) 研習計畫書正本及影本
- 9) 財力證明正本及影本(三個月經常性財力)。
- 10) 其他視個案要求提供之文件

詳情請參閱外交部領事事務局研習中文居留簽證頁面。

網址：<https://reurl.cc/k1d5j3>

III. Apply Resident Visa for Studying Chinese

- (i) Place of Application: Bureau of Consular Affairs, Ministry of Foreign Affairs.
- (ii) Required Documents
 - i) Visa Application Form.
 - ii) Two 2-inch color photos within 6 months. (The background must be white.)
 - iii) Original and photocopy of passport.
 - iv) The original and photocopy of the health examination certificate within three months.
 - v) The original and photocopy must be a certificate of enrollment and registration issued by the Chinese Language Teaching Center attached to a university recognized by the Ministry of Education.
 - vi) The original and photocopy of the class attendance record certificate.
 - vii) Original and photocopies of transcripts.
 - viii) The original study plans.
 - ix) The original and photocopy of the proof of financial resources.
 - x) Other documents as required on a case-by-case basis.

For details, please refer to the Chinese language study Residence Visa page of Bureau of Consular Affairs, Ministry of Foreign Affairs.

Website: <https://reurl.cc/k1d5j3>

4. 外僑居留證

(1) 申請地點：內政部移民署

(2) 應備文件

- 1) 護照及居留簽證之正本、影本。
- 2) 最近一學期開立的在學證明及出席紀錄證明。
- 3) 6個月內2吋彩色大頭照2張（背景須以白色為底色）。
- 4) 現居住地證明。

詳情請參閱內政部移民署申請外僑居留證頁面。

網址：<https://reurl.cc/loV53Y>

IV. Alien Resident Certificate

(i) Place of Application: National Immigration Agency

(ii) Required Documents

- i) Original and photocopy of passport and Resident Visa.
- ii) Certificate of attendance and attendance record issued in the most recent semester.
- iii) Two 2-inch color photos within 6 months. (The background must be white.)
- iv) Proof of current residence.

For details, please refer to National Immigration Agency of apply Alien Resident Certificate of Stay page.

Website: <https://reurl.cc/loV53Y>

外交部領事事務局南部辦事處

網址：<https://www.boca.gov.tw/cp-105-205-871ad-1.html>

地址：802206 高雄市苓雅區政南街 6 號 3~4 樓（行政院南部聯合服務中心）

電話：(07) 715-6600

交通：高雄捷運技擊館站出入口 2 號，步行約 10 分鐘。

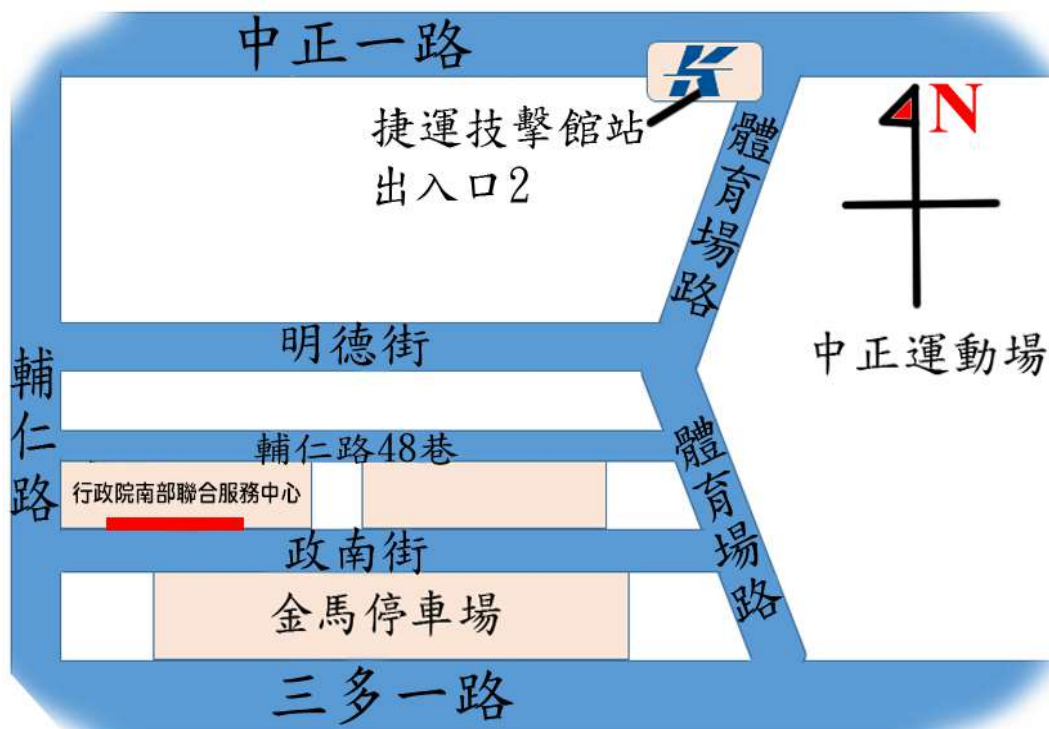
Southern Office of the Consular Affairs Bureau of the Ministry of Foreign Affairs

Website: <https://www.boca.gov.tw/cp-105-205-871ad-1.html>

Address: 3rd~4th Floors, No. 6, Zhengnan Street, Lingya District, Kaohsiung City 802206 (Executive Yuan Southern Joint Service Center)

Contact Number: (07) 715-6600

Transportation: Kaohsiung MRT Martial Arts Stadium Station Exit 2, and walk for about 10 minutes.



內政部移民署

內政部入出國及移民署金門服務站

網址：<https://www.immigration.gov.tw/>

地址：金門縣金城鎮四海路一段 5 號二樓

電話：(082) 323-701

National Immigration Agency

National Immigration Agency, Immigration Department of the Ministry of
Internal Affairs of ROC: Kinmen Service Station

Website: <https://www.immigration.gov.tw/>

Address: 2ndFloor, No. 5, Section 1, Sihai Road, Jincheng Town, Kinmen
County.

Contact Number: (082) 323-701



外國留學生工作許可申請

Applying for Foreign Students Work Permit

勞動部公告：108 年 5 月 1 日開始，工作許可只能上網申請，不能繳交紙本文件！

注意事項：

1. 需入境滿一年
2. 許可期間最長為六個月
3. 工作時數，每週最長為 20 小時

Ministry of Labor Announcement: Starting from May 1st, 2019, work permits only can be applied online, and paper documents cannot be submitted.

Notice

- I. Entering Taiwan at least one year.
- II. Period of Validity provided maximum 6 months.
- III. Maximum working hour is 20 hours per week.

※ 工作許可說明網行動條碼 Work Permit Description Network QR Code



生活資訊

Living Information

1. 緊急電話資訊

I. Emergency Call

(1) 金門縣警察局：(082) 325-341

(2) 報警：110

(3) 救護車/消防隊：119

(4) 手機緊急救難專線：112

(5) 縣民熱線（中/日/英文服務）：1999

(6) 外籍人士緊急電話：0800-024-111

※ 外籍人士撥打 110 或 119，若語言無法溝通時，可撥打外籍人士緊急電話尋求援助。

(i) Kinmen Police Station Contact: (082) 325-341

(ii) Police Contact: 110

(iii) Ambulance / Firefighter Contact: 119

(iv) Emergency Call by Cell Phone: 112

(v) Citizen Services in Chinese, Japanese, English: 1999

(vi) Foreigners in Taiwan Hotline: 0800-024-111

※ Foreigners can dial 110 or 119. If they are unable to communicate with each other, they can call The Foreigners in Taiwan Hotline for assistance.

2. 電信電話

II. Telecom and Telephone

(1) 申請手機

1) 中華電信：0800-080-090

網址：<https://www.cht.com.tw/home/consumer>

2) 台灣大哥大：0809-000-852

網址：<https://www.taiwanmobile.com/index.html>

3) 遠傳電信：0800-058-885

網址：<https://www.fetnet.net/content/cbu/tw/index.html>

(2) 撥打國際電話

1) 從台灣撥往國外：

台灣國際冠碼 (002) + 目的地國碼 + 目的地區碼 (若第一碼為 0，則去掉該 0) + 電話號碼

例：從台灣撥打至美國(駐美國台北經濟文化代表處)

→ 台灣國際冠碼 002 + 美國國碼 1 + 華盛頓區碼 202 + 駐美國台北經濟文化代表處電話號碼 8951800

→ 002-1-202-8951800

2) 從國外撥到台灣：

原始地國際冠碼 + 台灣國碼(886) + 目的地區碼 (若第一碼為 0，則去掉該 0) + 電話號碼

例：從美國撥打至台灣(國立金門大學華語文中心)

→ 美國的國際冠碼 011 + 台灣國碼 886 + 金門縣區碼 82 (082 去 0 為 82) + 國立金門大學華語文中心電話號碼 313503

→ 011-886-82-313503

3) 國際電話服務電話：0800-080-100

(3) 其他各項服務

1) 電話障礙台：123

2) 英文查號台：106

3) 國際電話服務台：100

(i) Mobile Service

- i) Chunghwa Telecom: 0800-080-090
Website: <https://www.cht.com.tw/home/consumer>
- ii) Taiwan Mobile: 0809-000-852
Website: <https://www.taiwanmobile.com/index.html>
- iii) Far EasTone: 0800-058-885
Website: <https://www.fetnet.net/content/cbu/tw/index.html>

(ii) International Call

- i) From Taiwan to Abroad:
Taiwan International Code (002) + Destination Country Code +
Destination Area Code (if the first number is 0, remove the 0) + Phone
Number
Example: Dial from Taiwan to America (Taipei Economic and Cultural
Representative Office in the United States)
→ Taiwan International Code 002 + America Country Code 1 +
Washington Code 202 + Taipei Economic and Cultural Representative
Office in the United States phone number 8951800
→002-1-202-8951800
- ii) Dial to Taiwan From Abroad:
Local Country's International Code+ Taiwan Country Code (886) +
Taiwan Area Code (if the first number is 0, remove the 0) + Taiwan
Phone Number
Example: Dial from America to Taiwan (CLC)
→ America International Code 011 + Taiwan Country Code 886 +
Kinmen Code 82 (082 remove 0 is 82) +CLC Phone Number313503
→001-886-82-313503
- iii) International Service-Phone: 0800-080-100

(iii) Telephone Service Numbers

- i) Telephone Information and Repairing: 123
- ii) English Directory Assistance: 106
- iii) International Telephone Service Assistance: 100

3. 住宿資訊

III. Accommodation

金門大學校外賃居網

網址：<https://house.nfu.edu.tw/NQU>

National Quemoy University Off-campus Rental Home Network

Website: <https://house.nfu.edu.tw/NQU>



Facebook 金大租屋網

網址：<https://www.facebook.com/groups/105343513597976/>

※ 加入此群組需待管理員審核

Facebook Quemoy University Rental Network

Website: <https://www.facebook.com/groups/105343513597976/>

※ Joining this group requires admin approval



金大租屋網

公開社團 · 1,488 位成員

+ 邀請

關於 討論 主題 用戶 活動 影音內容

Q

...

4. 郵局和銀行開戶

IV. Opening Accounts in Post Office and Bank

郵局和銀行開戶：

台灣的郵政業務包含銀行服務。外籍人士到郵局開戶（沒有年齡限制）或銀行開戶（須滿二十歲），需要準備居留證或中華民國統一證號基本資料表（可向移民署洽詢）、有效護照、首次存放金額。

沒有有效許可證的申請人必須出示「中華民國身份證號記錄可向本國移民署申請查詢。諮詢熱線：(02) 2388-9393」

※ 新帳戶申請表上可勾選是否需要簽帳功能之金融卡。開戶完成後，申請者可取得提款卡及存摺。

Opening Accounts in Post Office and Bank:

All post offices in Taiwan are available for deposit service. To open an account in post office (no age limit) or bank (must be over twenty years old), please present a valid ARC or basic data sheet of R.O.C. unified card number (you can consult to the immigration office), passport and first deposit amount.

Applicants without a valid permit are required to present a *Record of R.O.C. ID Number form* (available upon request from the branch offices of National Immigration Agency; inquiry hotline: (02) 2388-9393).

※ On the new account application form, you can check whether a debit card is required. After the account is opened, the applicant can obtain an ATM card and passbook.

5. 全民健康保險

V. National Health Insurance

(1) 投保資格：

在台灣領有居留證之外籍人士，應自領有居留證明文件後，在台灣居留滿 6 個月之日起加保。

※ 居留滿 6 個月：指進入台灣地區居留後，連續居住達 6 個月，或曾出境 1 次且未達 30 日，其實際居住期間扣除出境日後，併計達 6 個月。

(2) 保險費用：

每月 826 元。

※ 費用依健康保險署官網為準。

(3) 申請辦法：

填寫申請表後，黏貼二吋相片一張及居留證之正反面影本、攜帶護照至中央健康保險署辦理投保。

其他詳細相關規定請洽「衛生福利部中央健康保險署」。

※ 網址：<https://www.nhi.gov.tw>

※ 健保諮詢專線：0800-030-598, (02) 2191-2006

※ 服務時間：週一至週五早上 8:30~12:30，下午 1:30~5:30

(i) Eligibility for insurance:

International students who hold an ARC and have stayed in Taiwan for six months should enroll for National Health Insurance.

※ Residence for 6 months: after entering Taiwan and staying continuously for 6 months, or having been out of the country once and less than 30 days, the actual period of residence minus the date of departure will be counted as 6 months.

(ii) Health insurance fee:

NTD. 826 per month.

※ The accurate fee is subjected to the official website.

(iii) Apply Method:

To enroll the health insurance, please complete the application form attached with a 2-inch colored photo, one photocopy of ARC (front and back) and passport, submitting to the office of National Health Insurance Administration, Ministry of Health and Welfare.

For more details and regulations, please contact the office of National Health Insurance Administration, Ministry of Health and Welfare.

※ Website: <https://www.nhi.gov.tw>

※ Health Insurance Consultation Hotline: 0800-030-598, (02) 2191-2006

※ Service Time: Mon. to Fri. 8: 30-12: 30 in the morning, 1: 30-5: 30 in the afternoon.

6. 醫療診所

VI. Hospitals and Clinics

名稱 Name	地址 address	電話號碼 phone number
衛生福利部金門醫院 Jinmen Hospital, Ministry of Health and Welfare	金湖鎮復興路 2 號 No. 2, Fuxing Rd., Jinhu Township	082-332546 082-332505 082-332601
金城鎮衛生所 Public Health Center Jincheng Township	金城鎮民權路 147 號 No. 147, Minquan Rd., Jincheng Township	082-325059
金寧鄉衛生所 Public Health Center Jinning Township	金寧鄉仁愛新村 2-1 號 No. 2-1, Ren'ai New Vil., Jinning Township	082-325735
金沙鎮衛生所 Public Health Center Jinsha Township	金沙鎮三民路 16 號 No. 16, Sanmin Rd., Jinsha Township	082-352854
金湖鎮衛生所 Public Health Center Jinhu Township	金湖鎮夏興 100-1 號 No. 100-1, Xiaxing, Jinhu Township	082-336662
烈嶼鄉衛生所 Public Health Center Lieyu Township	烈嶼鄉后井 37 號 No. 37, Houjing, Lieyu Township	082-362078

其他醫療服務請參閱金門縣醫療院所資訊網。

網址：<https://reurl.cc/GxVxjd>

For other medical service, please check Kinmen Medical Center Information.

Website: <https://reurl.cc/GxVxjd>

衛生福利部金門醫院

電話：(082) 332-546

地址：89142 金門縣金湖鎮新市里復興路 2 號

網址：<https://www.kmhp.mohw.gov.tw/>

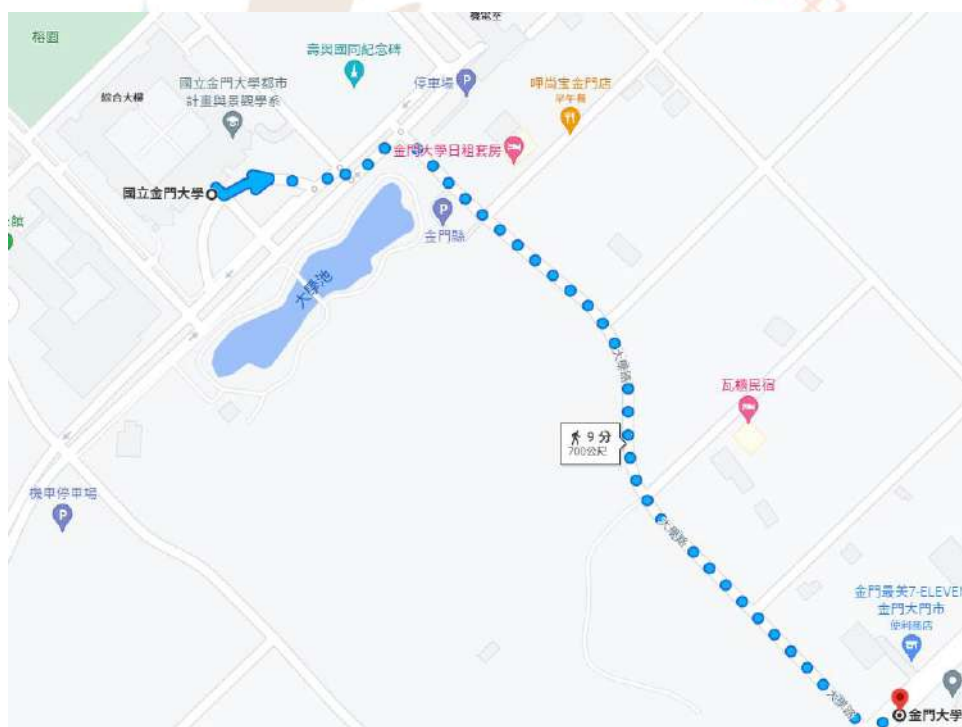
Kinmen Hospital

Contact Number: (082) 332-546

Address: No. 2, Fuxing Road, Xinshili, Jinhu Town, Kinmen County 89142

Website: <https://www.kmhp.mohw.gov.tw/>

- (1) 從金門大學走路到金門大學車站
Walk from NQU to NQU Station.



(2) 從金門大學車站坐公車到山外車站

Take the bus from NQU Station to Shanwai Station.

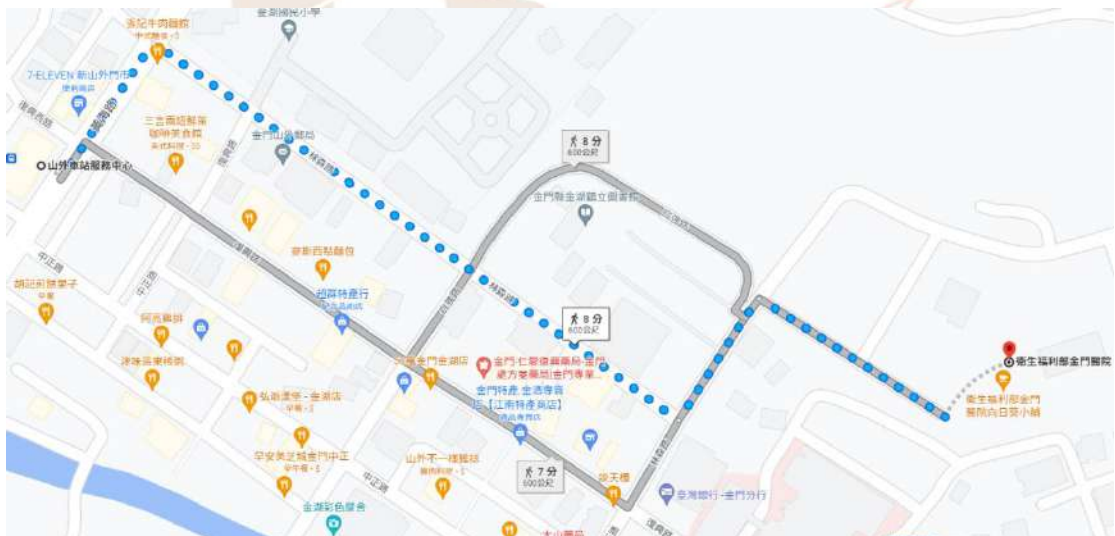
金門公車資訊網：<https://ebus.kinmen.gov.tw/>

Kinmen Bus Station Information Website: <https://ebus.kinmen.gov.tw/>









(3) 從山外車站走路到衛生福利部金門醫院

Walk from Shanwai Station to Kinmen Hospital.



7. 生活機能 VII. Life Machine



Logo	中文	English
	全聯福利中心	PX Mart
	7-11	7-Eleven
	露易莎咖啡	Louisa Coffee
	家樂福	Carrefour
	全家	FamilyMart
	摩斯漢堡	MOS BURGER
	呷上寶	Just Start a Powerful Day (Breakfast & Lunch)

金城車站

電話：(082) 325-548

地址：893 金門縣金城鎮民生路 7 號

Jincheng Station

Contact Number: (082) 325-548

Address: No. 7, Minsheng Road, Jincheng Town, Kinmen County, 893



重要公告

Important Announcements

1. 本校全面禁菸，敬請配合！

Smoking is prohibited on Campus.

2. 尊重及保護智慧財產權，請勿重製或下載他人創作。

Please respect and protect the intellectual property rights. DO NOT copy or download the work of the others without consent.

3. 資料之蒐集、處理及利用，應遵循「個人資料保護法」之規範。

The collection, processing and use of data should comply with the "Personal Data Protection Act".

謝謝合作

Thank you for your cooperation.

本手冊參考淡江大學華語手冊製作

Handbook based on:

Tamkang University - Chinese Language Center Student Handbook

日期：2022年9月製作

Date: Produced in September 2022



國立金門大學華語文中心網站
National Quemoy University
Chinese Language Center Website



國立金門大學華語文中心臉書
National Quemoy University
Chinese Language Center Facebook

地址：金門縣金寧鄉大學路一號

電話：+886-82-313503

電子信箱：clc@email.nqu.edu.tw

Address: No. 1 University Road, Jinning Township, Kinmen County

TEL: +886-82-313503

Email: clc@email.nqu.edu.tw