

2020 年僑務委員會海外青年華語文研習班（遠距視訊教學）

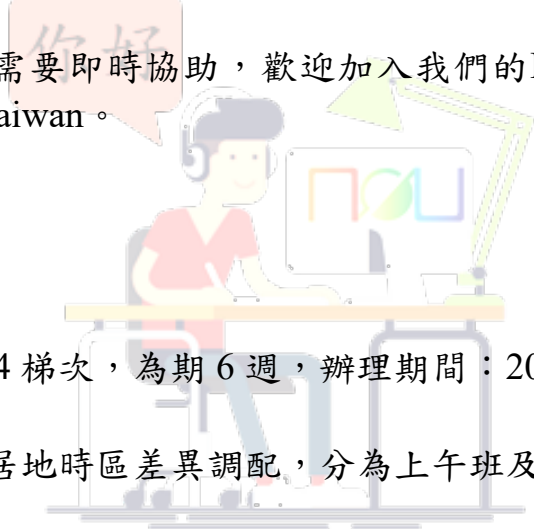
第4梯次課程須知

您好：

恭喜您錄取了由僑務委員會辦理的「海外青年華語文研習班（遠距視訊教學）」第4梯次。我們竭誠歡迎您參加本次課程，也預祝您能有一個豐富多元、精彩充實的線上學習經驗。

相關訊息可以在本研習班的活動網頁查看：<https://ocac2020s4.nou.edu.tw>，也可以從國立空中大學數位華語文中心的Facebook粉絲專頁找到研習班的活動訊息：<https://www.facebook.com/celc.nou/>。

如果有任何問題需要即時協助，歡迎加入我們的Line官方帳號和我們聯繫，帳號ID是：[@celcnoutaiwan](https://www.line.me/tw/official/celcnoutaiwan)。



一、上課時間

- (一) 本研習班為第4梯次，為期6週，辦理期間：2020年11月16日至12月25日。
- (二) 本梯次配合僑居地時區差異調配，分為上午班及下午班，各班上課時間如下：
 1. 上午班：臺灣時間上午9時至11時。
 2. 下午班：臺灣時間下午3時至5時。
- (三) 課程時數：總時數36小時（每班6週，每週二、四、五上課2小時）

二、遠距視訊課程規範說明

- (一) 上課時，建議使用電腦，並務必準備麥克風、耳機、視訊鏡頭等設備以利課程互動。
- (二) 上課請務必準時進入教室，遲到請自行負責，恕不延長上課時間。
- (三) 學員遲到超過10分鐘，即登記曠課。
- (四) 上課前，請事先確認硬體設備（電腦、筆記型電腦）和上課平臺（Cisco WebEx）連線皆可正常運作。
- (五) 上課將會全程錄影，以利學員補課及複習。

三、請假相關規定

- (一) 除不可抗力因素（如：颱風天災）之外，事假請務必於課程開始一天前，以Email方式寄送至 celc@gapps.nou.edu.tw 提出請假申請，請假後請務必於下次上課前完成線上補課，否則視為曠課。
- (二) 若遇特殊狀況，得於請假當天課程結束前，以Email方式寄送至 celc@gapps.nou.edu.tw 提出請假申請。請假後請務必於下次上課前完成線上補課，否則視為曠課。

四、其他注意事項

- (一) 研習上課期間必須遵守本研習班各項規定，如有重大違規情事，僑務委員會得依規定予以退班。
- (二) 學員同步課程出席時數至少 28 小時（不含始業式與結業式，每次均須全程參與）。補課時數低於 18 小時，且學習評量及格者，頒發僑務委員會中英文結業證書電子檔，並由承辦單位傳送給結業成績及格學員。
- (三) 課程第一週無故缺席2天以上且未依規定請假者，僑務委員會得依規定予以退班。
- (四) 倘若您對本研習班有任何疑問，歡迎隨時與我們聯繫。
 1. Line官方帳號ID：[@celcnoutaiwan](https://www.line.me/tw/celc)
 2. Facebook粉絲專頁：<https://www.facebook.com/celc.nou/>
 3. Instagram帳號：https://www.instagram.com/celc.nou_tw/

歡迎按讚、追蹤，我們會隨時在Facebook和Instagram更新上傳相關訊息或照片哦！

再次歡迎您參加「海外青年華語文研習班（遠距視訊教學）」第4梯次，期待盡快與您相見！敬祝

平安快樂

2020年僑務委員會海外青年華語文研習班（遠距視訊教學）第4梯次
承辦單位國立空中大學 敬上

Registration Guideline of the Fourth Session of “2020 Chinese Language Study Program for Compatriot Youth (Distance Learning)”

Dear all,

We would like to congratulate and welcome you on being admitted into the “2020 Chinese Language Study Program for Compatriot Youth (Distance Learning)” organized by OCAC (Taiwan) and National Open University (Taiwan). We hope you have a different and profound experience with our rich and diversified content during the program.

For more information, please visit the following sites.

Program: <https://ocac2020s4.nou.edu.tw>

Co-organizer’s Facebook: <https://www.facebook.com/celc.nou/>

Please read the following registration guidelines carefully. If you have any further question, please contact us via our Line account: @celcnoutaiwan.

1. Class Schedules

- (1) The 6-week program is the fourth program session. The date for the session is from November 16 to December 25, 2020.
- (2) For learners’ convenience from different time zones, both morning class and afternoon class are available.
 - a. Morning class: 9 am to 11 am, Taiwan time zone (GMT+8).
 - b. Afternoon class: 3 pm to 5 pm, Taiwan time zone (GMT+8).
- (3) The class will be held for 36 hours in total (6 weeks, 3 days per week (Tuesday, Thursday, and Friday), 2 hours per day).

2. Class Requirement

- (1) We recommend the students using desktops or laptop devices, and students must have a microphone, earphones, and a web camera for the class interaction.
- (2) Please enter our virtual classroom on time. Students should take full responsibility for not doing so. Class sessions will not be extended for any individual.
- (3) Students who are late for more than 10 minutes are regarded as absent.
- (4) Please ensure your devices function well and the internet connection is stable before class.
- (5) The entire course will be recorded for make-up viewing of absent students and

reviews for all after the class.

3. Request to Leave

- (1) Absence due to reasons beyond your control, leave requests must be sent to the celc@gapps.nou.edu.tw at least 24 hours before a class session begins. Students who miss classes have to review the full class or will be regarded as absent.
- (2) If you are unable to send your leave requests due to urgent reasons, please email celc@gapps.nou.edu.tw to complete the request process as soon as possible, and review the lesson before the next class. Otherwise, the missed lesson will be regarded as absence.

4. Important Notices

- (1) During the program, students must follow the regulations of this program. If there are major violations, OCAC may suspend violators from the program according to the regulations.
- (2) Students are required to attend at least 28 hours of the simultaneous Chinese language classes, excluding the opening and closing ceremonies. Leaving early does not count as attendance for the hour. In addition, students cannot take more than 18 hours of make-up lessons and must pass the learning assessment. An electronic Certificate of Completion in both Chinese and English will be issued to students who complete the program.
- (3) Students who are absent twice in the first week without any proper reasons will be suspended from the program.
- (4) In order to increase interaction with fellow students, we invite you to “Like” and “Follow” our Facebook Fan Page and Instagram. We will update information and the photos regularly.
 - a. Line: @celcnoutaiwan
 - b. Facebook: <https://www.facebook.com/celc.nou/>
 - c. Instagram: https://www.instagram.com/celc.nou_tw/

Finally, thank you for joining the program, Please do not hesitate to contact us if you have any questions. We are looking forward to meeting you in the near future.

Best regards,

Chinese e-Learning Center

National Open University

Co-Organizer of the Fourth Session in 2020 OCAC Language Study Program for
Compatriot Youth (Distance Learning)