

2020年僑務委員會海外青年華語文研習班（遠距視訊教學）

第6梯次課程須知

您好：

首先要恭喜您已錄取僑務委員會辦理之海外青年語文研習班(遠距視訊教學)第6梯次，我們竭誠歡迎您，也預祝您透過這次課程能有一個多采多姿、充實愉快的學習生活。相關訊息可參考本活動之

FB粉絲專頁：<https://www.facebook.com/LearningChineseInTku>

活動相關網頁：<https://sites.google.com/clc.tku.edu.tw/ocaconline6th>

此外，為能更加妥善安排各位的學習，請協助填寫下列問卷，以協助我們進行活動的安排，連結如下：<https://forms.gle/9mVBDaiVbejVspwN9>

如果您有任何問題，可以加入我們的Line @ ID：@290ivbqm

一、上課時間

(一) 本研習班課程為期3週，時間如下：

2020年12月3日至12月23日。

(二) 課程配合僑居地時區差異調配，分為上午班及下午班，各班別上課時間如下：

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30小時（每班3週，每週5天，每天2小時）

二、遠距視訊課程規範說明

(一) 上課建議使用電腦，並務必準備麥克風、耳機、視訊鏡頭等相關設備。

(二) 上課請務必準時，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，立即登記曠課。

(四) 上課前請事先確認硬體設備（電腦、筆記型電腦）和上課平台（Google Meet）皆正常運作。

(五) 課程將會全程錄影，以利學生補課以及預習。

三、請假、調課、停課規定

- (一) 除不可抗力因素外，事假請於課程開始一天前在各班教室向老師以及助教提出請假申請，請假後請務必於下次上課前完成補課，否則視為曠課。
- (二) 若遇特殊狀況，當天請假請於當日課程結束前在各班教室向老師以及助教提出請假申請，請假後請務必於下次上課前完成補課，否則視為曠課。

四、其他注意事項

- (一) 研習期間必須遵守本活動各項規定，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22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15小時，且學習評量及格者，頒發本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，且未請假者，僑務委員會得依規定予以退班。
- (四) 倘若您對線上語文研習班有任何疑問，我們非常樂意接受您的詢問。此外，您也可進入我們的網頁 <https://sites.google.com/clc.tku.edu.tw/oconline6th> 了解研習的內容；另外，為增加活動期間的訊息互動，邀請您加入我們的Facebook粉絲專頁：<https://www.facebook.com/LearningChineseInTku> 並按讚成為粉絲，我們會隨時更新上傳相關訊息。

再次歡迎您參加本次海外青年語文研習班(遠距視訊教學)，若有任何疑問，我們相當樂意為您解答。

順祝

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）

承辦單位 敬上

Registration Guideline of the 2020 Language Study Program for Compatriot Youth (Distance Learning) 6th batch

Dear All,

We would like to congratulate and welcome you all on being admitted into the 2020 Language Study Program for Compatriot Youth (Distance Learning) 6th batch sponsored by OCAC. We hope you have wonderful during the program. For more information, please visit our

FB Fans page: <https://www.facebook.com/LearningChineseInTku>.

Website: <https://sites.google.com/clc.tku.edu.tw/ocaconline>

In addition, for arranging the registration procedure and obtaining further information on all the students, please fill out the following questionnaire:

<https://forms.gle/9mVBDaiVbejVspwN9>

If you have any question, you can add our line@ ID: @290ivbqm

1. Classroom schedules

- (1) The program is 3 weeks. The date for the program is as follows:
December 3rd to December 23th, 2020.
- (2) There are the morning session and the afternoon session to adapt to different time zones.
 - a. Morning class: 9 am to 11 am (Taiwan time, GMT+8).
 - b. Afternoon class: 3 pm to 5 pm (Taiwan time, GMT+8).
- (3) 30 hours per batch (6 weeks per batch, 5 days per week, 2 hours per day).

2. Orientation

- (1) We recommend to take class on your computer or laptop, and you have to prepare microphone, earphone, and camera
- (2) Please be on-time for the class. 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) Ensure your devices work well and the internet connection is stable before class.
- (5) The entire course will be recorded so that all the students will be able to review it after class.

3. Class absence, changing times policy

- (1) Absence due to reasons beyond your control, leave requests must be sent in the group classroom to inform your teacher and TA 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 cannot send your leave requests due to any reason, please inform your teacher and TA in your group classroom to explain why, and they will review your reasons before granting approving leave.

4. Important Notices

- (1) During the program, students must abide by the regulations of this program. If there are major violations, the OCAC may suspend violators from the program according to the regulations.
- (2) Students are required to attend at least 22 hours of Chinese-Language simultaneous classes (excluding the opening and closing ceremonies, and leaving early doesn't count as one hour.). Also, students can't take more than 15 hours of make-up lesson and have to pass the learning assessment. The organizer will issue an electronic Certificate of Completion in Chinese and in English to those students who complete the program.
- (3) Students who are absent twice in the first week without any reason will be suspended from the program.
- (4) In addition, we've set up a website for the program: <https://sites.google.com/clc.tku.edu.tw/ocaconline6th>, visit it for more details. Also, we have a Facebook Fan's page in order to have more interaction with participants: <https://www.facebook.com/LearningChineseInTku>. Please like the page and you can get the latest information during the program.

Best regards

2020 OCAC Language Study Program for Compatriot Youth(Distance Learning)