

# 國立清華大學因應新型冠狀病毒肺炎防疫無法返校學生彈性修業機制

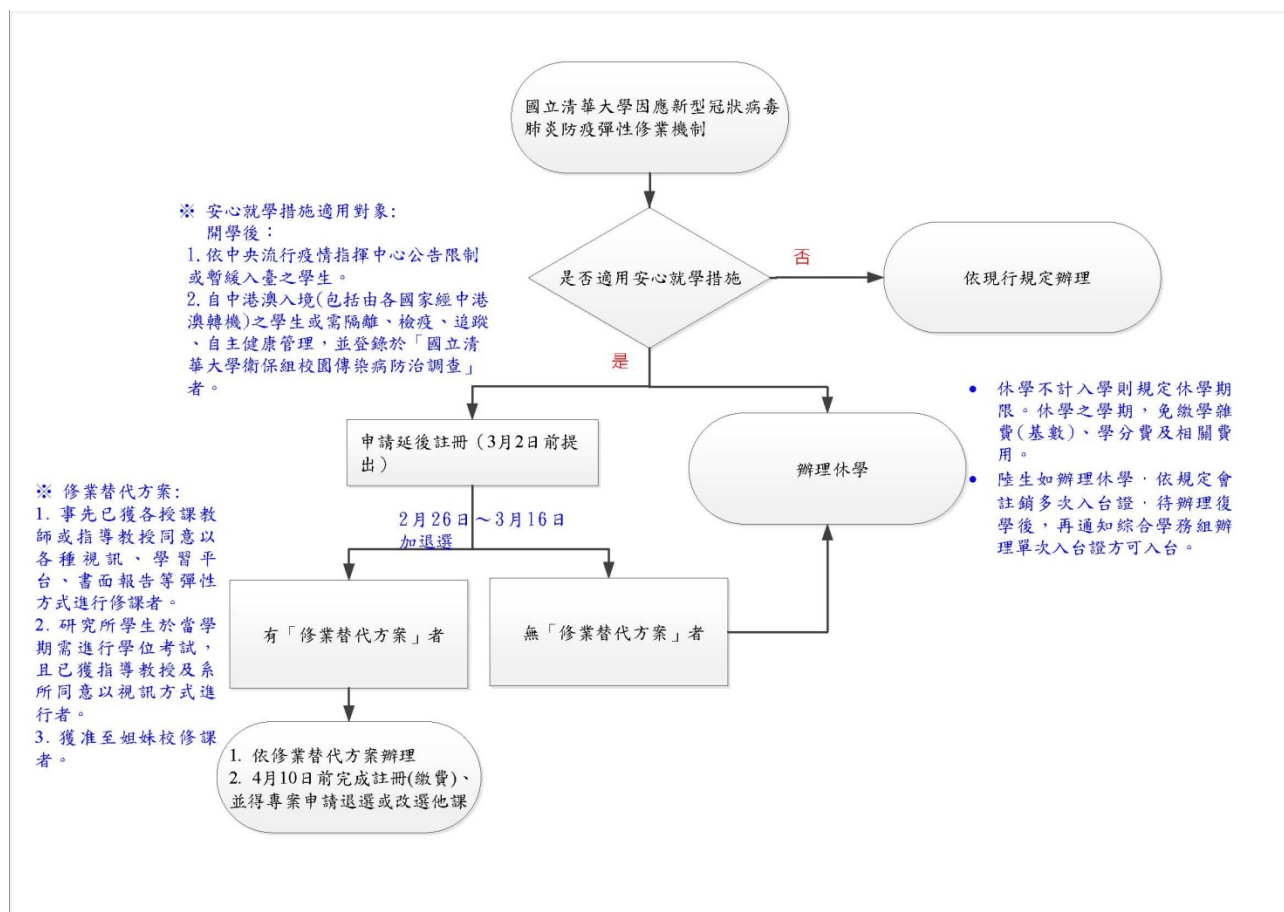
## 常見問題集

教務處

109.2.23 更新

109.3.20 新增 Q18

### 因應新型冠狀病毒肺炎防疫彈性修業機制流程圖



**Q1：**學校所訂「因應新型冠狀病毒肺炎防疫無法返校學生彈性修業機制」的適用對象為何？

**A1：**

- (一) 開學後，依中央流行疫情指揮中心公告限制或暫緩入臺之學生。
- (二) 開學後，自中港澳入境(包括由各國經中港澳轉機)之學生或需隔離、檢疫、追蹤、自主健康管理，並登錄於本校「衛保組校園傳染病防治調查」者。

**Q2：**若我是 2 月 1 日已在台灣被隔離的學生，是否適用「因應新型冠狀病毒肺炎防疫無法返校學生彈性修業機制」？

**A2：**彈性修業機制適用對象為如前題 A1 說明，若學生於 2 月 1 日入台開始隔離 14 天至 2 月 14 日止，未符合「開學後」的條件，即不適用本彈性修業機制。

**Q3：**延後入境若耽誤選課加簽，要如何辦理？又若是學期初無法上課，事後到課覺得所選課程不如預期，已過退選期限是否還可以退選？

**A3：**

- (一) 加簽日期為 2 月 26 日至 3 月 16 日。無人限、無其他修課限制或有人限尚未額滿課程，請於選課系統直接加選。名額已滿課程或有條件限制無法於系統直接加選，欲申請加簽，方式如下：

至校務資訊系統下載『加簽申請單』



email 徵得授課教師同意



將『加簽申請單』及授課教師同意之 email 併寄至開課單位系所辦公室



系所辦公室協助處理後續系所主管簽章後逕轉送課務組



課務組受理



學生至校務資訊系統選課情形處確認

(二) 加退選期間因防疫無法上課，事後到課若覺得所選課程不如預期欲調整者，可於開學日後 6 週內（至 4 月 10 日），專案申請退選或改選其他課程（以書面敘明欲加選或退選之課程，經授課教師簽章後送課務組辦理）。4 月 10 日之後退選請依停修程序辦理。

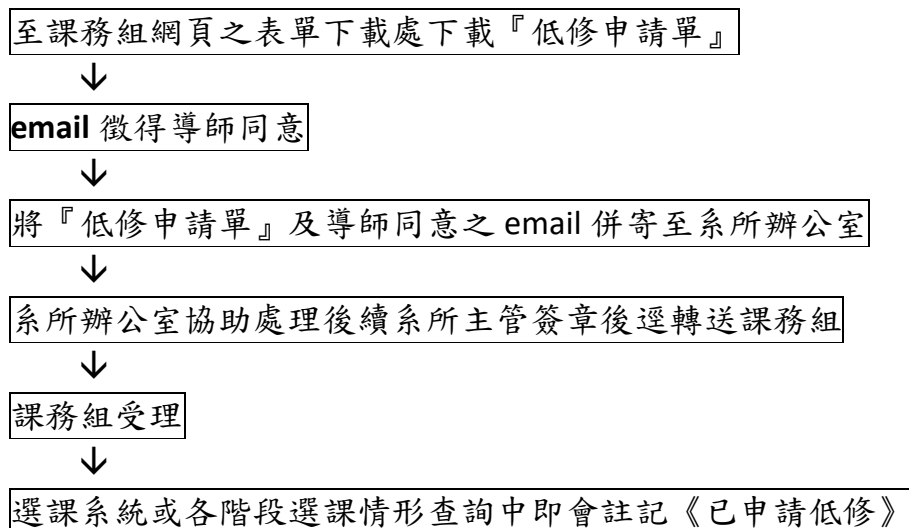
**Q4：課程備註要求第一堂課務必出席，我該如何辦理加簽呢？**

**A4：**

- (一) 由課務組 email 通知全校教師，針對因防疫第一堂無法到課同學之加簽專案考量(列入可加簽或可抽籤名單)，並建議於課綱或備註提供助教 email 以便聯繫。
- (二) 欲加簽同學，請務必事先以 email 向授課教師及助教說明無法到課之原因，以利教師後續課程安排。若無法順利聯絡教師及助教，可與課務組聯繫尋求協助。

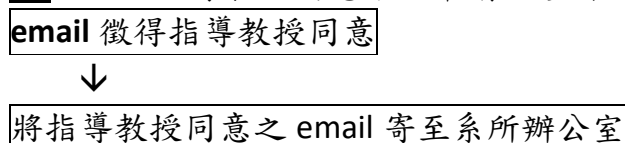
**Q5：如何申請低修？**

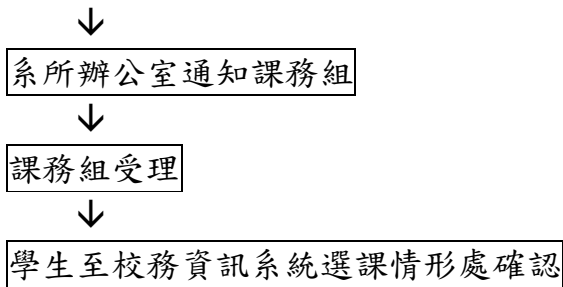
**A5：**學生因防疫所造成特殊情況，經導師及系、學位學程主任核可者，可申請低修（選課不受每學期最低應修科目學分數限制）。申請方式如下：



**Q6：碩士班一年級和博士班一、二年級學生，可否申請只修習論文或論文研究？**

**A6：**可經指導教授同意下，申請只修習論文或論文研究。申請方式如下：





**Q7：**開學後仍無法返校上課，課程如何銜接？能否開放線上修課或錄音、錄影以確保學習進度？

**A7：**

- (一) 因防疫無法到課之學生，請以校務資訊系統中「選課資訊及授課教師聯繫」此功能，Email 向授課教師說明，商討課程銜接及自主學習等問題。
- (二) 若授課教師同意，由助教在課程後的一週內，上傳課程內容或拍攝的影音檔至學校的數位學習平臺 (iLMS 或 Moodle 或 eLearn 平臺)，設限供修課同學自行上網觀看。

**Q8：**因防疫缺課成績會受影響嗎？

**A8：**因防疫無法到課之學生，請以 email 向授課教師請**防疫**假。課務組會就綜學組、衛保組及**全球處**提供的學生名單，依學生之修課情形通知各授課教師，說明請假不列入缺席扣分紀錄。

**Q9：**學生因防疫無法於開學日返校者，學雜費金額如何計算？

**A9：**學士班學生選課得申請低修，不受每學期最低應修科目學分數限制，收費方式比照大五學生，修習 9 學分以下繳交學分費並依所屬學院之標準收取等比例雜費，修習 10 學分以上則收取全額學雜費。

研究生仍依現有規定辦理，在學期間每學期均須繳交學雜費基數，另依每學期所修學分數收取學分費；研究生修課及格（含抵免）之學分超過各系所規定最低畢業學分數，超修之學分，免收學分費。

**Q10：**註冊繳費時間至多延後 6 週是指到什麼日期？

**A10：**2020 年 4 月 10 日止。

**Q11：**無法於開學後 6 週返校一定要辦理休學嗎？

**A11：** 學生因防疫無法於開學日延後之 6 週內返校且無修業替代方案時，因已有三分之一課程無法參加，同學應辦理休學，休學不計入學則規定休學期限。所謂修業替代方案(無需辦理休學)，包括：

- (一)事先已獲各授課教師或指導教授同意以各種視訊、學習平台、書面報告等彈性方式進行修課者。
- (二)研究所學生於當學期需進行學位考試，且已獲指導教授及系所同意以視訊方式進行者。
- (三)獲准至姐妹校修課者。

**Q12：** 無法於開學後 6 週返校如何辦理休學？

**A12：** 申請方式請至註冊組網頁→各項表單下載→在校生及新生常用申請表，下載「休(退)學申請表」。填妥後，請以 email 逕寄註冊組各系所負責人員，註冊組各系所負責人員明細如下：<http://registra.site.nthu.edu.tw/p/412-1211-1813.php?Lang=zh-tw>

**Q13：** 休學後，復學如何辦理？

- A13：** 同學於收到註冊組發出復學通知電子郵件後，依規定時間至校務資訊系統填選復學意願。
- (一)繼續休學：休學期滿後若欲辦理繼續休學(休學累計未超過兩學年者)，須於註冊前再填休學申請表，持申請表請導師（或指導教授）及系（所）主管簽註意見後(離校手續免辦)，連同學生證，送至註冊組承辦人員辦理。
  - (二)復學申請須於註冊日前完成，未完成者一律視為休學逾期未復學，依學則規定應令退學。
  - (三)若未收到復學通知電子郵件者，請通知註冊組處理。

**Q14：** 陸生休學後，入臺證件如何辦理？

**A14：** 陸生休學後學校依規定會註銷多次入台證，待完成學校復學流程後，同學請通知綜合學務組陸生輔導人員，由校方代為辦理單次入台證方可入境。  
入台證辦理詳見：<http://gsa.site.nthu.edu.tw/p/406-1253-173952,r2524.php?Lang=zh-tw>

**Q15：** 因防疫辦理休學同學，圖書館、計通中心資源可否使用？

**A15**：因防疫辦理休學同學可以繼續用(休學)之前已申請的帳號，取得學校的 SSL-VPN 及圖書館等網路資源；若之前尚未申請的帳號，但在註冊組名單上的學生，也可以依照原先學生申請之程序，自行在網路上申請帳號，以取得圖書館等網路資源。

**Q16**：我是雙聯的學生，因為疫情的關係影響到修業期限與研究，學校是否有因應措施？

**A16**：審酌學生學習需要，如需保留赴境外修讀雙聯學位計畫，擬從寬審議專簽辦理，並協助與雙聯學校溝通聯繫。有關雙聯獎學金，將從寬保留受獎期限。

本校雙聯生：因疫情關係無法前往中國大陸地區完成雙聯學業，請先與兩校指導教授和學系討論，可考慮本學期先留在清華，或延後待大陸疫情緩解再返回雙聯學校繼續學業。此期間如須返回本校短暫住宿，可向住宿組提出申請。

聯絡人：推廣教育中心/宋旻晏/電話：03-5715131 轉 35137

mysung@mx.nthu.edu.tw

他校雙聯生：因疫情關係無法返回本校完成雙聯學業，先與兩校指導教授和學系討論，暫時返回原就讀學校進行研究；或是開學日後 6 週內提出休學申請，雙聯期限可順延一學期。

聯絡人：推廣教育中心/麥嘉真/電話：03-5715131 轉 31007

ccmai@mx.nthu.edu.tw

**Q17**：因防疫辦理延期繳交學雜費者，繳費方式為何？

**A17**：2020 年 4 月 10 日前可使用下列方式繳費：

(一)ATM(或網路 ATM)、臨櫃至兆豐銀行駐本校服務處繳交現金。

(二)信用卡或銀聯卡：請至臺灣銀行學雜費入口網，點選「信用卡繳費」或「銀聯卡專區」進行繳費(註：繳款人須自付手續費)。

(<https://school.bot.com.tw/newTwbank/index.aspx>)

☆105 學年度(含)前已取得國立新竹教育大學入學資格之學生，2020 年 4 月 10 日前

可使用下列方式繳費：(詳情請至南大校區總務行政組「南大舊生學雜(分)費專區」查詢)。

1.ATM(或網路 ATM)、臨櫃匯款。

2.信用卡或銀聯卡：請至中國信託學雜費代收平台(<https://school.ctbcbank.com>)，使用信用卡或銀聯卡進行線上繳費。

(三)銀行電匯，電匯資料如下：

BENEFICIARY'S NAME：NATIONAL TSING HUA UNIVERSITY

BENEFICARY'S A/C NO.：015-036-070041

BENEFICIARY'S BANK NAME : BANK OF TAIWAN HSINCHU BRANCH

ADDRESS : NO.29 LIN SEN RD. HSINCHU 300 TAIWAN R.O.C.

SWIFT ADDRESS : BKTWTWTP015

注意事項：

- (1)請務必備註學生學號及繳費單銷帳編號。
- (2)電匯需自行負擔手續費；另因匯率變化問題，為避免換匯後實際入本校金額小於應繳學費，造成學費繳費未完成，無法辦理銷帳，請斟酌電匯金額。換匯後如金額大於應繳學費，將直接退回學生於本校登記的帳戶內，無登記帳戶者以支票方式退費。

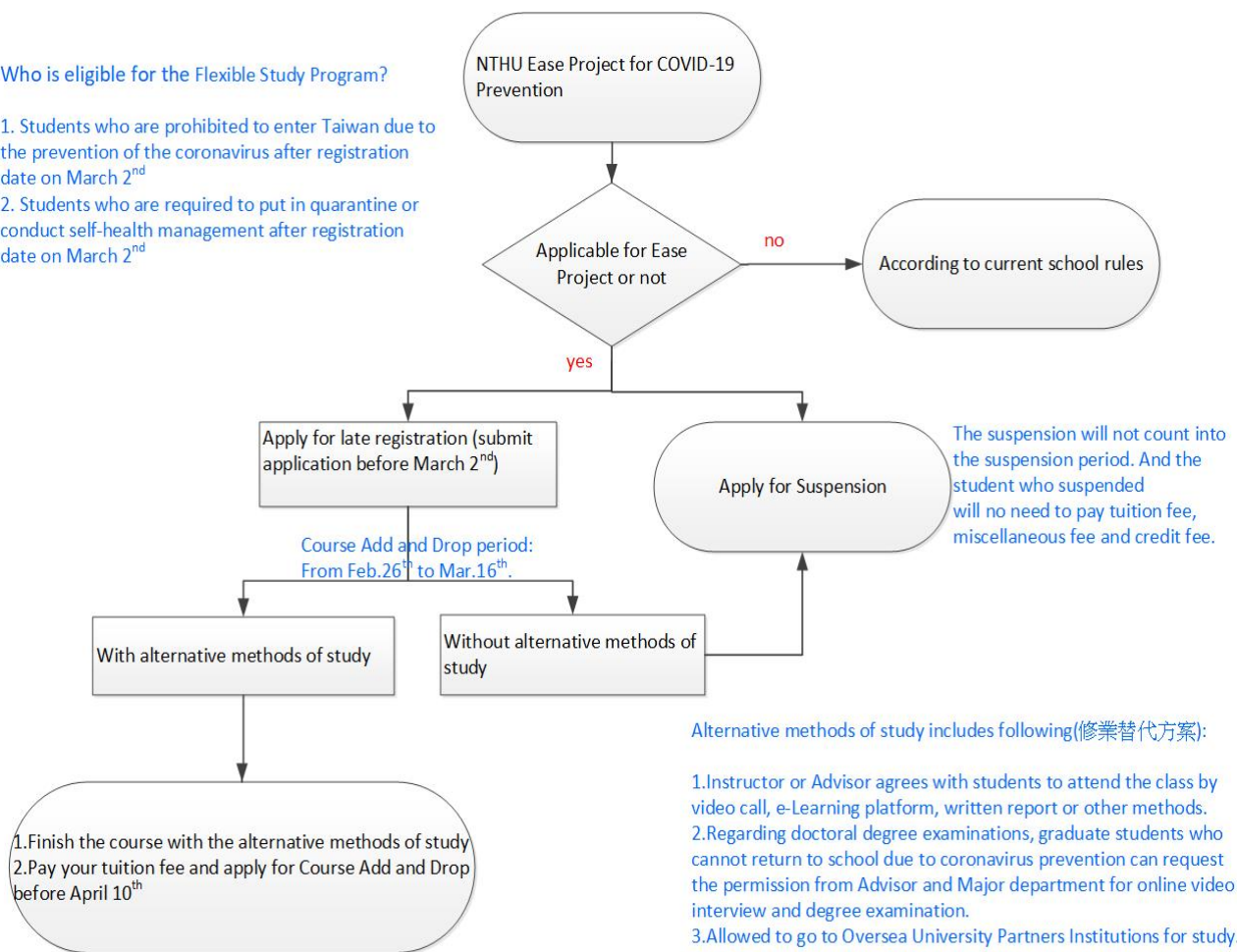
Q18：本學期已在境外姊妹校交換，因疫情提前結束回校，課業問題要如何處理？

A18：

- (一)選課：至課務組網頁下載「交換生因疫情提前返校專用選課單」，於3月31日前以email徵得授課教師同意後，將選課單及授課教師同意之email併寄至開課單位系所辦公室，系所辦公室協助處理後續系所主管簽章並轉課務組。
- (二)低修：至課務組網頁下載『交換生因疫情提前返校專用低修申請單』，於3月31日前以email徵得導師同意後，將申請單及導師同意之email併寄所屬學系辦公室，協助處理後續系所主管簽章並轉課務組。
- (三)休學：因疫情提前結束回校者，若選擇本學期休學，休學不計入學則規定休學期限。休學之學期，免繳學雜費(基數)、學分費及相關費用。申請方式：請至註冊組網頁→各項表單下載→在校生及新生常用申請表，下載「休(退)學申請表」。填妥後，請以email逕寄註冊組各系所負責人員，註冊組各系所負責人員明細如下：<http://registra.site.nthu.edu.tw/p/412-1211-1813.php?Lang=zh-tw>

Who is eligible for the Flexible Study Program?

1. Students who are prohibited to enter Taiwan due to the prevention of the coronavirus after registration date on March 2<sup>nd</sup>
2. Students who are required to put in quarantine or conduct self-health management after registration date on March 2<sup>nd</sup>



**Q1** : Who is eligible for the Flexible Study Program?

**A1** :

The Flexible Study Program is only applicable to those students who are:

1. prohibited to enter Taiwan due to the prevention of the coronavirus after March 2<sup>nd</sup>
2. required to quarantine or conduct self-health management after March 2<sup>nd</sup>

**Q2** : If I were the student quarantined in Taiwan on Feb. 1st, 2020, is the Flexible Study Program applicable to me?

**A2** : No, you are not eligible for the Flexible Study Program. Your quarantined period ended on Feb. 14th, 2020, which didn't meet the criteria of "after the start of the new semester". Please refer to the A1 for the eligible students.



**Q3** : How can I apply for an additional course enrollment if I could not go back to school on time due to the Entry ban? Can I drop the course or add another course after the course registration deadline if I find myself unable to catch up with the lessons due to my absence during this period?

**A3** :

The Course Add and Drop period starts from Feb. 26<sup>th</sup> to March 16<sup>th</sup>. If courses with no limitation of the number of students or are not yet full, please add and drop the course directly on the system. If the course is full or is unable to be added through the system, please refer to the following application procedure.

Step 1- Download the "Form for enrollment in courses with limit" via "Tsing Hua Academic Information System" before the end of Add-or-drop Selection (March 16th).

Step 2- Get approval from the instructor via email.

Step 3- Send the application form and approved email to the department offering the course.

Step 4- The department will get approval from their chair and send the documents to the Division of Curriculum for you.

Step 5- Log in to the "Students' Inquiry System " to check out for the results of the selection.

If you cannot catch up with the lessons due to your absence during this period, you may hand in a special request to drop the course or select another course upon the instructor's approval via email before April 10<sup>th</sup>. Any courses dropped after April 10<sup>th</sup> will cause a withdrawal noted on your transcript with a grade of "W".

**Q4** : How can I ask for an extra course selection for the courses that require attendance for the 1<sup>st</sup> class?

**A4** :

1. Regarding the extra course selection, the Division of Curriculum has already asked teachers to take the students who are not able to attend classes due to the prevention of coronavirus into consideration and has suggested teachers provide TA's email on the syllabus so that students can contact TA directly.
2. Students who would like to add courses are required to send an email to the instructor in advance stating the reason for your absence for the courses that require attendance for the 1st class and explain the reasons why you want to choose this course. If you couldn't contact the teacher or TA, you may ask the Division of Curriculum for help.

**Q5** : How to apply for the underload application?

**A5** :

You may apply for Underload after receiving approval from your academic advisor and the major department chair.

Step 1: Download the *Underload Application Form* from the Division of Curriculum website

Step 2: Get approval from your academic advisor via email

Step 3: Send the approved email and your application form to your major department.

Step 4: The department will get approval from the chair and send the documents to the Division of Curriculum for you.

Step 5: Log in to the “Students' Inquiry System ” to check out for the results of the selection.

**Q6** : Can first-grade master’s degree students or doctoral degree students take “Thesis” only in the first academic year of their study under this extreme circumstance?

**A6** : Graduate students can apply to take “Thesis” in the first academic year of their study only after receiving approval from their academic advisor.

Step 1: Get approval from your academic advisor via email

Step 2: Send the approved email to your major department.

Step 3: The department will send the documents to the Division of Curriculum for you.

Step 4: Log in to the “Students' Inquiry System ” to check out for the result.

**Q7** : How can I make up the courses if I were unable to return to school in time due to entry ban or 14-day home quarantine? Is it possible to ask the course TA to film in class and upload those videos?

**A7** :

Please contact the instructor and discuss the ways for making up the courses.

Instructors may ask his/her TA to video record the lectures and upload the video clips to iLMS, Moodle, or eLearning platform so that those students who miss the class can watch the video at home. Instructors may also assign a TA to provide additional help or give a make-up class.

iLms : <http://lms.nthu.edu.tw/>

Moodle: <http://moodle.nthu.edu.tw/>

eLearn: <https://elearn.nthu.edu.tw/>

**Q8** : Will the final score be deducted due to my absence?

**A8** :

Those students who are unable to return to school in time due to entry ban or 14-day home quarantine will be marked on the attendance sheet. The Division of Curriculum will remind teachers not to mark those students as absences or deduct their scores.

**Q9** : How to calculate the tuition fee for students who cannot return to school on the first of

school due to coronavirus prevention?

**A9** : The minimum course load per semester is 16 credits for freshman, sophomore, and junior and 9 credits for senior. Undergraduate students could apply for credits underload this semester and will be exempted from the credits minimum requirement. Tuition and the miscellaneous fee will follow the regulation of fifth-year undergraduate students accordingly. Tuition Information for Undergraduate Students of Fifth-year and Up:

Taking 10 credits and more: Pay full amount.

Taking 0–9 credits: Pay credit fee and miscellaneous fee on a pro-rata basis.

Graduate students still follow the existing regulations of tuition fees.

Tuition Information for Graduate Students:

Pay tuition and miscellaneous fee every semester. And pay credit fees according to the course selection per semester.

Once earned credits (including transferred credits) exceed your minimum graduation requirement, the credit fee of overload courses will be exempted.

**Q10** : What is the exact deadline for the 6-week extension of registration payment?

**A10** : The deadline for the extension of registration payment is April 10, 2020.

**Q11** : For the student cannot return to school before six weeks after registration day, is it necessary to apply for the suspension?

**A11** : If the student can't return to the school before six weeks after registration day and there are no alternative methods of study, the student should apply for the suspension since the student cannot attend 1/3 of the course. The suspension will not count into the suspension period. The definition of alternative methods of study includes following (no need to apply for the suspension):

- (1) The instructor or advisor agrees with students to attend the class by video call, e-Learning platform, written report or other methods.
- (2) Regarding doctoral degree examinations, graduate students who cannot return to school due to coronavirus prevention can request permission from the advisor and major department for an online video interview and degree examination.
- (3) Allowed to go to Oversea Partner Institutions to study.

**Q12** : How to apply for suspension for students who are unable to return to school within 6 weeks after the registration date.

**A12** : Please download the application form of “Leave of absence/Withdrawn” on the website of Division of Registration → Forms → Frequent Forms for enrolled students and new students. After completing the form, please email the form directly to the staff member who is in charge of your department or institute. Please refer to the website below for the contact details:  
<http://registra.site.nthu.edu.tw/p/4121211-1813.php?Lang=zh-tw>

**Q13** : How can students who have suspended their studying apply for resumption?

**A13** : After receiving the resumption email from the Division of Registration, students should fill out the on-line form to resume their studying during the designated period on NTHU Academic Information System.

1. Continuous suspension: When the suspension expires, if the student wants to continue his/her suspension (the accumulated period of suspension isn't exceeded 2 academic years), he/she shall fill out the suspension application form again before the new semester begins, then hand in the application form to the tutor(or advisor) and the dean of the department/institute to give their opinion (leaving-school procedure isn't necessary), and then send the form with student ID card to the Division of Registration to process the procedure.
2. Students should finish their resumption application before the new semester begins. Otherwise, they will be deemed as non-resumption and will be expelled from school.
3. If students don't receive any resumption emails, please contact the Division of Registration.

**Q14** : I have applied for suspension for this semester due to the prevention of the 2019-nCov. Can I still use the resources of the Library and Computer and Communication center during my suspension period?

**A14** : Those students who have suspended can use the registered account (the one you use to log in the library and school WiFi) to download SSL-VPN and online resources from the NTHU library. If the student didn't have the account for those facilities, but already enrolled and registered at school, they can apply for the account online to use these resources. The procedure to apply for the account can refer to the website below

<http://www.cc.nthu.edu.tw/index.php?Lang=en>. °

**Q15** : I am a dual degree student. My dual degree study period and research have been affected by the outbreak of the 2019-nCoV. Does NTHU provide any measures for those dual degree students whose study period and research have been affected by the outbreak of the 2019-nCoV?

**A15** : If students would like to keep their dual degree program, NTHU will negotiate with their host university and keep their eligibility for dual degree Scholarship.

For those students who are unable to go to Mainland China for dual degree study:

Please discuss with both your supervisors and departments about your situation. You can stay in NTHU for this semester and then go to Mainland China for your dual degree study after the relief of the outbreak of the 2019-nCoV. During your stay at NTHU, you can apply for accommodation at student housing if needed. Contact: Ms. Sung/Tel: 03-5715131#35137/ [mysung@mx.nthu.edu.tw](mailto:mysung@mx.nthu.edu.tw)

For those students who are unable to go back to NTHU for dual degree study:

Please discuss with both your supervisors and departments about your situation. You can choose to go back to your Home University to continue your research or apply for suspension of NTHU in 6 weeks after March 2<sup>nd</sup>. We will negotiate with your home university to extend your dual degree program for one semester if needed.

Contact: Trina Mai/Tel: [03-5715131#31007](tel:03-5715131#31007)/[ccmai@mx.nthu.edu.tw](mailto:ccmai@mx.nthu.edu.tw)

**Q16** : **What kind of payment methods for those students who have applied for payment extension for tuition fee due to the prevention of coronavirus.**

**A16** : You can pay tuition fees in the following ways before April 10th, 2020:

- a. You can perform ATM (or on-line ATM) transfer or deposit your tuition payment along with your tuition invoice at any counter at the Mega International Commercial Bank stationing service at the University.
- b. You can make online credit card or UnionPay card payments via tuition payment portal website of Bank of Taiwan by clicking “credit card payment”(信用卡繳費) or “UnionPay card payment”(銀聯卡專區). (You will be asked to pay for processing charge.)  
(<https://school.bot.com.tw/newTwbank/index.aspx>)

★ Students who were admitted by National Hsinchu University of Education before the 105 academic year (included) can pay tuition fees in the following ways before April 10th, 2020:

- a. You can perform ATM (or on-line ATM) transfer or deposit your tuition payment

along with your tuition invoice at any Bank counter.

b. You can make online credit card (信用卡繳款 VISA、MASTER) or UnionPay card (銀聯卡繳款) payments via tuition payment portal website of CTBC Bank.

(<https://school.ctbcbank.com>)

c. Bank wire transfer, wire transfer information is listed as follows:

BENEFICIARY'S NAME : NATIONAL TSING HUA UNIVERSITY

BENEFICIARY'S A/C NO. : 015-036-070041

BENEFICIARY'S BANK NAME : BANK OF TAIWAN HSINCHU BRANCH

ADDRESS : NO.29 LIN SEN RD. HSINCHU 300 TAIWAN R.O.C.

SWIFT ADDRESS : BKTWTWTP015

Attention:

1. Please do remark your **student ID number** and **payment ID** during the payment.
2. The processing fee will be applied by using telegraphic transfer. Please check your transfer amount causing by the floating exchange rate. If your transfer amount is more than our required tuition fee, the balance would be refunded to your bank account registered in the University or refunded by cheque.