

國立清華大學因應新型冠狀病毒肺炎防疫彈性修業機制

109 學年度第 1 學期

109 年 2 月 4 日校園安全傳染病防治會議 109 年度第 2 次會議通過
 109 年 2 月 7 日校長核定
 109 年 2 月 19 日修正校長核定
 109 年 6 月 1 日校園安全傳染病防治會議 109 年度第 17 次會議通過
 109 年 6 月 5 日修正校長核定

適用對象:依中央流行疫情指揮中心公告限制或暫緩入臺之新生、暨原 108 學年度第 2 學期受中央流行疫情指揮中心公告限制並於 109 學年度第 1 學期開學日後仍無法入境之學生（有正當理由出境，而因政府政策邊境管制無法入境者，得專簽申請適用）。

類別	安心就學措施
一、選課	<p>(一)加退選階段：(2020 年 9 月 10 日至 9 月 28 日)</p> <ol style="list-style-type: none"> 1. 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或退選。 2. 加簽申請：名額已滿課程或有條件限制無法於系統直接加選，可透過加簽制度加選。 <ol style="list-style-type: none"> (1)申請方式：至校務資訊系統下載『加簽申請單』，經 email 徵得授課教師同意後，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並轉送課務組。 (2)部份課程備註第一堂務必出席： <ol style="list-style-type: none"> A. 由課務組通知教師，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)，並於課綱或備註提供助教 email 以便聯繫。 B. 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。 (3)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，得於開學日後 6 週內(2020 年 10 月 23 日)，專案申請退選，表格請自課務組網頁下載。專案辦理期限後，退選請依停修程序辦理。 <p>(二)停修階段：(2020 年 11 月 2 日至 11 月 30 日)</p> <p>申請方式：至校務資訊系統下載『停修申請單』，經 email 徵得授課教師同意後，將停修申請單及授課教師同意之 email 併寄至所屬系所辦公室，系所辦公室協助處理後續導師/指導教授、系所主管簽章並轉送課務組。</p> <p>(三)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，得申請低修（選課不受每學期最低應修科目學分數限制）。</p>

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	<p>申請方式：至課務組網頁→表單下載→下載『低修申請單』，經 email 徵得導師同意後，轉寄所屬學系辦公室協助處理後續系所主管簽章並轉送課務組。</p>
<p>二、註冊繳費</p>	<p>學生因防疫無法於開學日返校者，可循下列方式之一辦理繳費、修課或休學：</p> <p>(一)註冊繳費時間可專案處理，至多延後 6 週(2020 年 10 月 23 日前)。</p> <p>申請方式：請至註冊組網頁→各項表單下載→其他，下載「因新型冠狀病毒防疫延後註冊申請單」。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。(學生獲准延後註冊後，若仍收到註冊催繳信件時，不需理會。)</p> <p>學士班學生因防疫，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，加退選截止日後修習 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。</p> <p>(二)本校陸生(不含新生)若因特殊情形，獲本校系、所及大陸姐妹校同意，得於當學期安排至鄰近大陸姐妹校進行修課，學生須繳納當學期在本校之學雜費(基數)、學分費及相關費用(若大陸姐妹校另有收費項目時，學生應依規定繳納給對方學校)。姐妹校相關事宜請洽全球處國際學生組(dis@my.nthu.edu.tw)。姐妹校相關資訊可參考全球處網站 (http://oga.nthu.edu.tw)。</p> <p>(三)學生因防疫無法於開學日延後之 6 週內(2020 年 10 月 23 日前)返校且無修業替代方案時，因已有三分之一課程無法參加，同學應辦理防疫休學，休學不計入學則規定休學期限並免繳學雜費(基數)及學分費；超過 6 週(2020 年 10 月 24 日後)辦理防疫休學者，應先繳交其費用後再依「專科以上學校學雜費收取辦法」辦理退費。</p>
<p>三、修課方式</p>	<p>(一)學生與授課教師聯繫，商討課程銜接及自主學習等問題。</p> <p>(二)學生因防疫無法上課期間，經授課教師同意下，由助教於課程後一週內，上傳課程內容或拍攝的影音檔至學校的數位學習平台，設限供修課同學自行上網觀看。若無法提供，請授課教師指派助教協助補課及課輔事宜。</p>
<p>四、考試成績</p>	<p>各系所因學生防疫無法全程參與課程或各項評量者，授課教師得依科目性質，調整成績評定方式，以補考或其他補救措施處理成績，補考成績並按實際成績計算。</p>
<p>五、學生請假</p>	<p>(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。</p>

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	(二)課務組就衛保組、全球處及綜學組提供之學生名單，依學生之修課情形於點名單上註記，通知各授課教師防疫假不列入缺席扣分紀錄。
六、休退學及復學	<p>(一)學生若因政府政策無法入台，得辦理防疫休學，休學不計入學則規定休學期限。請至遲於開學日後 6 週內(2020 年 10 月 23 日前)辦理完畢，免繳學雜費(基數)及學分費。但本學期想保有學習紀錄、已在姐妹校修課、碩博班生有學位考試、欲畢業者，皆不能辦理休學，並應繳學雜費全額。</p> <p>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</p> <p>(二)學生若因此次疫情，嚴重影響身心及學習狀況而致使學業成績不及格需受退學處分時，得檢具醫生診斷證明，經專簽核准後，免受退學之處分。</p>
七、畢業	<p>(一)學生因防疫有部分應修科目及學分或畢業條件無法完成者，學生得向系所提出申請，經系所務會議討論通過後提供替代課程或作法，協助學生。研究所學生於當學期若需進行學位考試者，得以視訊方式辦理。</p> <p>(二)學生因防疫無法於次學期開學前辦妥畢業離校手續者，除可委託他人代辦外，亦可專案申請延後畢業離校，至多延後 6 週。學位證書授予日期，依原畢業時間登載，不因延後而延後。申請方式：請至註冊組網頁→各項表單下載→其他，下載「因新型冠狀病毒防疫延後畢業離校手續申請單」。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</p>
八、資格權利保留	<p>審酌學生身心狀況及學習需要，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。</p> <p>學期交換者，協助與姊妹校聯繫協調，唯是否保留資格由姊妹校決議。</p>
九、學校相關輔導協助機制	<p>(一)授課老師因防疫得指派助教協助補課或課輔事宜，衍生之費用由開課系所向教務處專案申請研究生獎助學金支應。</p> <p>(二)學校建立輔導單一窗口，追蹤個案現況及後續修業維護。</p> <p>(三)學校處理學生就學事宜，會依相關規定辦理，並注意個人資料保護事宜。</p>
十、獎學金	<p>(一)本校「大陸地區學生入學獎學金」、「校長獎學金」、「國際學生獎學金」之獲獎生因防疫辦理休學者，續領資格可保留至復學當學期。其他政府機關獎勵之臺灣獎學金獲獎生不在此限，如有疑問請洽全球處綜合事務組臺獎承辦人(yhchen3@mx.nthu.edu.tw)。</p>

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	(二)學生若因防疫無法返校申請獎學金所需之成績單時，可由各獎學金承辦人，直接向註冊組免費索取。
十一、其他	<p>開學日後依教育部停課規定須隔離、檢疫、自主健康管理，並登錄於「國立清華大學衛保組校園傳染病防治調查」者，適用以下方案：</p> <p>(一)若須隔離、檢疫、自主健康管理期間恰為加退選、停修辦理階段，依本安心就學方案第一項「選課」方式辦理。</p> <p>(二)請學生以 email 向授課教師請防疫假，並由課務組依學生之修課情形於點名單上註記，通知各授課教師防疫假不列入缺席扣分紀錄。</p> <p>(三)各系所因學生防疫假無法全程參與課程或各項評量者，授課教師得依科目性質，調整成績評定方式，以補考或其他補救措施處理成績，補考成績並按實際成績計算。</p>

NTHU Study at Ease Project for COVID-19 Prevention

Fall 2020

Eligibility for Ease Project:

1. Students who are unable to come to school due to the prevention of the coronavirus after registration date (Sep.14th).

2. Students who are required to be put under quarantine or conduct self-health management after registration date (Sep.14th).

Category	Measures Taken of Ease Project
Course Registration	<p>(1) Add-or-drop courses</p> <p>The Add-or-drop course period starts from Sep. 10th to Sep. 28th. For courses with no limitation on the number of students or are not yet full, you can access the registration system to add or drop the course directly. If the course is full or is unable to be added through the system, please refer to the following application procedure.</p> <p>Step 1- Download the "Form for enrollment in courses with limit" via "Tsing Hua Academic Information System".</p> <p>Step 2- Get instructor's approval via email.</p> <p>Step 3- Email the Application form and the approved email to the department offering the course.</p> <p>Step 4- The department will get approval from their chair and send the documents to the Division of Curriculum before the end of Add-or-drop Registration (Sep. 28th).</p> <p>Step 5- Log in to the "<u>Students' Inquiry System</u>" to check out for the results of the selection.</p> <ul style="list-style-type: none"> ● For the courses that require attendance for the 1st class : <ol style="list-style-type: none"> A. For those students who are unable to return to school due to coronavirus prevention, the Division of Curriculum has notified the instructors to take them into the consideration list of extra course selection and suggested them to provide TA's email on the syllabus. B. 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 reach the instructor or TA, you may contact the Division of Curriculum at curriculum@my.nthu.edu.tw. C. If you cannot catch up with the lessons due to your absence during

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	<p>this period, you may apply for the dropping by obtaining the instructor’s approval via email before Oct. 23th. Any courses dropped after Oct. 23th will cause a withdrawal noted on your transcript with a grade of "W".</p> <p>(2) Course Withdrawal (Nov.2th~30th)</p> <p>Step 1- Download the "Form for Course Withdrawal" from "Tsing Hua Academic Information System".</p> <p>Step 2- Get approvals of instructor and advisor from via email.</p> <p>Step 3- Email the Application form and approved emails to your major department.</p> <p>Step 4- The department will get approval from their chair and send the documents to the Division of Curriculum before Nov. 30th.</p> <p>Step 5- Log in to the <u>"Students' Inquiry System"</u> to check out for the results of course withdrawal.</p> <p>(3) Underload (taking less than 9 credits or 16 credits: 9 for the senior students and 16 for the freshman, sophomore, and junior students) Application Underload application is available with the permission of the advisor and the department director.</p> <p>Step 1- Download the "Underload Application Form" from the Division of Curriculum website at http://curricul.site.nthu.edu.tw/</p> <p>Step 2- Get approval from your academic advisor via email.</p> <p>Step 3- Send the approved email and your application form to your major department.</p> <p>Step 4-The department will get approval from the chair and send the documents to the Division of Curriculum before the last day of Add-or-drop Selection or Course Withdrawal.</p> <p>Step 5- Log in to the <u>"Students' Inquiry System"</u> to check out for the result of the underload application.</p>
Registration and Payment	<p>Students who cannot come to school due to COVID-19 prevention on the beginning day of the fall 2020 can pay the tuition fees, take courses or suspend their studying by the following methods:</p> <p>(1)The registration and payment can be extended up to a maximum of six weeks (before Oct.23, 2020). Please download the "COVID-19-Prevention Registration Delay Form" on the website of Division of Registration → Forms → Others. After completing the form, please email it directly to the staff member in charge of your department or institute. Please refer to</p>

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	<p>the following website for the contact details: http://registra.site.nthu.edu.tw/p/412-1211-1813.php?Lang=zh-tw (If students keep receiving payment reminder emails after they are approved to extend their registration, please ignore these emails.) Undergraduate students can apply for the underload due to epidemic prevention so that they are not limited to the minimum required credits for each semester. After the withdrawal deadline, students who take less than 9 credits should pay credits fees according to the standards of the college fees while students who take more than 10 credits are charged for full tuition fees.</p> <p>(2) The mainland students (excluding new students) can be arranged to the nearby mainland sister universities of NTHU to study, if they have special condition and are approved by those universities. In this case, students still need to pay tuition, credit fees and other relative fees to NTHU. (If the sister universities have extra fees, students shall pay them by request in the meantime.) For more information, please contact Division of International Students, Office of Global Affairs. (dis@my.nthu.edu.tw) You may visit the website (http://oga.nthu.edu.tw) to look up Sister Universities' information.</p> <p>(3) Students who cannot return to school within six weeks after the beginning day of the new semester (before Oct.23, 2020) and have no alternative methods of study, shall apply for the COVID-19-prevention suspension since they cannot attend one-third of the courses. The COVID-19-prevention suspension will not be counted into the suspension period promulgated in NTHU Academic Regulations. These students don't need to pay any tuition and credit fees. But after six weeks (after Oct.24, 2020) students who apply for COVID-19-prevention suspension need to pay full tuition and credit fees first, then apply for a refund according to relative regulations.</p>
Course Implementation Methods	<p>(1) Students should contact the instructors to discuss issues such as course connection and self-learning.</p> <p>(2) With the consent of the instructor, the teaching assistant may upload the course content or video files to the school's e-Learning platform within one week after the course. Online courses are limited for students enrolled to watch and study online. Evaluation method is determined by the instructor. If an online course is not available, please contact the instructor to arrange a teaching assistant to assist in a make-up class or</p>

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	supplementary study.
Examination	When students are unable to attend courses or examinations due to COVID-19 prevention, their instructors can take flexible measures to evaluate their achievement according to the nature and content of each subject, such as make-up examinations,. The make-up examination will be regarded as a formal examination.
Leave of absence	<p>(1) Students who cannot attend classes due to coronavirus prevention of Home Isolation or Home Quarantine, please apply for a leave of absence and contact the instructor yourself, and stating the reason for your absence.</p> <p>(2) Division of Curriculum will notify the instructor, not counting student's absence, not be limited by the rules of final score deduction either based on the name list from the Division health and Service, Office of Global Affairs and Division of General Student Affairs.</p>
Suspension and Withdrawal	<p>(1) Students who cannot return to school can apply for COVID-19-prevention suspension. The COVID-19-prevention suspension will not be counted into the suspension period promulgated in NTHU Academic Regulations. Please finish all application procedures within six weeks after the beginning day of the new semester (before Oct. 23, 2020) at the latest. They don't need to pay any tuition and credit fees. However, for students who want to keep all learning records, have studied in our sister universities, have academic degree examinations, or will graduate this semester, are not allowed to apply for suspension and have to pay full tuition and credit fees.</p> <p>How to apply: Website of Division of Registration → Forms → Frequent Forms for enrolled students and new students, download the application form of "Leave of absence/Withdrawn". After completing the form, please email it directly to the staff member who is in charge of your department or institute. Please refer to the following website for the contact details: http://registra.site.nthu.edu.tw/p/4121211-1813.php?Lang=zh-tw</p> <p>(2) If students are seriously affected by this epidemic mentally and physically and will be expelled from school due to poor academic performance as a result, they can provide a certificate of diagnosis to be exempted from the punishment upon being approved.</p>
Graduation	(1) Students who fail to complete their required courses, credits or graduation requirements due to COVID-19 prevention can apply alternative courses or methods from their department or institute (being approved by department or institute's meeting). Graduate students who need to take

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	<p>academic degree examinations this semester can conduct their exams via online video interviews.</p> <p>(2) Students who cannot complete their graduation-leaving procedures before the beginning day of the next new semester due to COVID-19 prevention can entrust others to carry out the procedures or apply for special graduation-leaving delay for six weeks at maximum. (The graduation date on their diplomas will be the original normal date, not the exact leaving date.) Please download the “COVID-19-Prevention Graduation-Leaving Delay Form” on the website of Division of Registration → Forms → Others. After completing the form, please email it directly to the staff member in charge of your department or institute. Please refer to the following website for the contact details: http://registra.site.nthu.edu.tw/p/412-1211-1813.php?Lang=zh-tw</p>
Other Rights	<p>(1) For Dual Degree Students: If students would like to keep their dual degree program, NTHU will negotiate with their host university and keep their eligibility for dual degree Scholarships.</p> <p>(2) For Exchange Student: NTHU will help student to negotiate with Oversea University Partners for the eligibility of exchange student. However, oversea University Partners reserve the right to retain or terminate the eligibility of exchange student.</p>
Counseling Department from NTHU	<p>(1) The instructor may arrange a teaching assistant to assist in a make-up class or supplementary study. The department can apply for Graduate Scholarship from the office of academic affairs for TA payment.</p> <p>(2) NTHU will provide a single contact window for counseling and track the students’ mental and physical condition and learning situation.</p> <p>(3) To protect student privacy, school will administrate student education in line with relevant regulations and pays attention to the protection of personal confidentiality.</p>
Scholarship	<p>(1) Scholarship for mainland China Student, NTHU President Scholarship, NTHU International Student Scholarship retention can be applied to recipients of NTHU scholarships during study suspension due to coronavirus prevention. Students can continue to receive the scholarship after a schooling resumption.</p> <p>(2) If students are unable to return to the school to apply for transcripts of semester grades required by the scholarship application due to epidemic prevention, the Registrar Division will provide a copy to the scholarship office.</p>

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Others	<p>Those who are under quarantine or conduct self-health management based on the name list from the Division health and Service after the school begins may apply the following scheme.</p> <ol style="list-style-type: none"> (1) For course enrollment, please refer to “Course Registration”. If the period happened to be during the Add/Drop period (Sep. 10th to Sep. 28th). (2) Please apply for leave and contact the instructor yourself, and stating the reason for your absence. The Division of Curriculum will notify the instructor, not counting student’s absence, not be limited by the rules of final score deduction. (3) Students who are unable to attend classes or examination due to coronavirus prevention, their instructors can make flexible adjustments to measure their achievement according to the nature of each subject, such as make-up examination,. The make-up examination result will view as the formal examination result.