

國立臺灣師範大學因應嚴重特殊傳染性肺炎疫情

109 學年度第 1 學期學生安心就學措施

NTNU Measures in Response to the COVID-19 Outbreak

109.08.06 (2020/08/06)

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| 1. 適用對象<br>Target           | <p>109 年 9 月 14 日本校上課開始日前，依據教育部配合疫情境管政策暫緩申請返臺就學，或受限於母國出境限制無法返臺就學之境外生。</p> <p>Foreign students whose entry into Taiwan had been barred in accordance with Ministry of Education's pandemic immigration control-based directives, or those who had been prevented from coming due to their home country's policy, before the start of the semester on September 14<sup>th</sup>, 2020.</p>   |
| 2. 開學選課<br>Course Selection | <p>(1) 各系所會協助適用安心就學措施學生進行修課規劃。授課老師亦將配合提供線上教學活動，以協助學生修習課程。</p> <p>Departments/Institutes will assist students eligible for the current measures in course planning. Instructors will also offer online learning activities so as to enable students to complete these courses.</p> <p>(2) 本校現行學則針對各學制學生選課已採彈性規定，情況特殊經系所主管同意者，可不受選課上下限之限制。</p> <p>The current university regulations have built-in flexibility for students in different programs. Students with special needs, with the permission of department heads, can be exempted from course selection limits.</p> |
| 3. 註冊繳費<br>Registration     | <p>(1) 本校現行註冊程序只需繳交學(雜)費及選課，其均可於線上處理，不需來校辦理。</p> <p>The existing registration process only requires students to</p>  |

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| <b>and Tuition Payment</b>                     | <p>pay tuition (and miscellaneous fees) and select courses. Since all other tasks can be completed online, there is no need for students to come to the university.</p> <p>(2) 學士班學生按其所選學分數繳交學分費，免繳雜費。繳費單訂於 10 月中旬上線，繳費截止日為 109 年 10 月 30 日。</p> <p>Tuition for undergraduate student will be based on the number of credit hours registered and there are no miscellaneous fees. Tuition payment notice is scheduled to go online in mid-October, and payment deadline will be October 30, 2020.</p> <p>(3) 碩博士班學生應於上課開始日前繳交所屬系所之學雜費基數，不另收學分費。</p> <p>Graduate students will only need to pay the tuition base fee set by their respective department/institute; no credit-based tuition will be charged.</p> |
| <b>4. 修課方式<br/>Alternative Learning Method</b> | <p>(1) 為確保本案學生學習品質，將視情況輔以同步或非同步之線上數位課程，以協助學生修讀課程，學生應配合授課教師指定之學習方案，透過本校數位學習 Moodle 平台或其他應用軟體進行線上學習及繳交作業。</p> <p>Synchronous or asynchronous online courses will be made available to affected students to allow them to continue their studies and ensure the quality of their learning. Students should follow the learning plan set by their course instructors; they may complete their studies and submit their assignments online through NTNU's digital learning platform Moodle or other applications.</p> <p>(2) 另鼓勵學士班同學修習全球各大學製作、開授之大規模</p>   |

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|  | <p>開放式線上課程(Massive Open Online Courses, MOOCs)，修習線上課程及格者，得備妥【國立臺灣師範大學『MOOCs 學分採計』申請表】及修課證書(Verified Certificate)或擷取完課證明，赴教務處通識教育中心申請採計為通識學分，以 4 學分為原則。</p> <p>Undergraduate students are encouraged to take Massive Open Online Courses (MOOCs) offered by major universities throughout the globe. For those who have passed such courses, please submit an “NTNU MOOCs Credit Transfer Application Form” and a “Verified Certificate”, or proof of course completion, to NTNU’s Center for General Education. Up to 4 credit hours of such courses may be counted towards students’ general education requirements or electives.</p> |
| <p><b>5. 考試成績</b><br/><b>Testing and</b><br/><b>Grades</b></p> | <p>(1) 教務處通知各系所及教師，應依個案及科目性質，調整採取彈性之成績評定方式。教師若無法於規定期程內送交成績，可申請延後至 110 年 3 月 1 日止。</p> <p>The Office of Academic Affairs will officially request all departments and instructors to make special dispensation to all affected students in terms of assessment. Instructors who are unable to submit grades on time may apply for an extension until March 1<sup>st</sup>, 2021.</p> <p>(2) 學士班學生體育課得以免修一學期。</p> <p>One semester of Physical Education requirement will be waived for all undergraduate students.</p> <p>(3) 其他學系/單位訂定之當學期必修課程者，得依個案由學系予以彈性調整後辦理。</p>  |

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|  | <p>Department/Unit (e.g. General Education) requirements may be adjusted on a case-by-case basis by the responsible department/unit.</p> <p>(4) 若涉及實驗、實作或實習等課程，可循以補考或其他補救措施處理各科成績，補考成績應按實際表現評定。<br/>In cases of laboratories, practicums, or internships, make-up exams or other measures may be adopted as their assessment and the basis of student grades. All make-up grades should be based on student's actual performance.</p> |
| <b>6. 學生請假<br/>Attendance</b>  | <p>(1) 本校請假已採線上申請方式辦理，並已取消扣考制度。<br/>Since the university attendance system is an online system, students may request leaves online. The university no longer has an examination bar policy.</p> <p>(2) 本案學生不適用本校學則各章有關因故缺課，需強制休學處分之規定。<br/>Students affected in the current case are exempted from all university regulations on involuntary suspension of study due to poor attendance.</p>  |
| <b>7. 休退學及復學<br/>Suspension of Study,<br/>Expulsion, and Resumption of Study</b> | <p>(1) 本校已採線上申請休學。因應本案安心就學措施，擬放寬休學申請期限，得不受期末考試開始後不得申請休學之限制，且不計入休學期限。<br/>Students may apply for Suspension of Study online. In the current outbreak, limit on the length of suspension has been relaxed, and the length of the suspension will also not be counted towards the Suspension of Study duration limit. The rule which bars application for suspension after the</p>   |

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|                                     | <p>commencement of final exams has also been waived.</p> <p>(2) 前揭學生辦理休學申請退費，授權教務長依個案同意，得不受行事曆規定退費時點之限制。<br/>Affected students who applied for a refund due to Suspension of Study will need the approval of the Vice President of Academic Affairs. The applications will be reviewed on a case-by-case basis, and will not be bound by the refund deadlines stated in the university calendar.</p> <p>(3) 本校已取消學生因學業成績不及格致退學之規定。<br/>The university no longer expel students due to poor academic performance.</p> <p>(4) 對因本案影響休學之學生，俟其復學後學系之學術導師及專責導師應對其進行必要之心理、學習(含選課)之相關輔導。<br/>For students who had suspended their study, university counsellors and academic advisors will provide all necessary counselling once they have resumed their study.</p> |
| <b>8. 畢業資格</b><br><b>Graduation</b> | <p>(1) 108-2 及 109 暑期畢業研究生論文繳交期限延長 2~3 週，相關日程請參閱本校研究生辦理畢業離校手續注意事項。109-1 研究生畢業離校日程將視情況決定是否調整，最新消息將公告於教務處網頁畢業專區。<br/>Thesis submission deadline for master's or doctoral students who are graduating in the Spring or Summer 2020 Semesters has been extended for 2 to 3 weeks. For other relevant deadlines, please refer to "Graduation and School-Leaving Procedures for Graduate Students". The</p>   |

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|             | <p>graduation schedule for graduate student in Fall 2020 shall be determined at a later date. For the latest updates and announcements, please refer to the Graduation page of the Office of Academic Affairs website.</p> <p>(2) 學士班由教務處視個案與下列各相關單位酌情調整課程之學習內涵及學習時數。</p> <p>a 實習：系所、師培學院、學務處職涯發展中心</p> <p>b 體育：共教體育組</p> <p>c 服務學習：全人教育中心</p> <p>The Office of Academic Affairs will review undergraduate learning content and hours in conjunction with the following university units:</p> <p>a. Internship: departments, College of Teacher Education, Center for Career Services;</p> <p>b. Sports: Common Core Education Committee Physical Education Section</p> <p>c. Service Learning: Center for Holistic Education</p> <p>(3) 系所其他畢業條件：由系所視個案評估可行替代方案，專案簽請教務長同意後辦理。</p> <p>Other departmental graduation requirements: Departments will review on a case-by-case basis, and provide alternative options to students. All options must receive the approval of the Vice President of Academic Affairs.</p> <p>(4) 依本校學位授予暨研究生學位考試辦法第十一條規定，研究生得以視訊方式進行學位考試，但須經系、所務或學位學程事務會議通過，並應全程錄影存檔。</p> |

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|   | <p>In accordance with Article 11 of the NTNU Directions for Implementing Doctoral and Masters' Degree Exams, graduate students may choose to complete their degree exams through video conferencing, but this requires the approval of the department, institute, or the degree program committee, and the exam should be videotaped in its entirety.</p> <p>(5) 學校將視其學生個人意願，彈性處理(通訊或委託他人)其畢業離校及領取學位證書之方式。</p> <p>The university will take students' wishes into consideration and provide all necessary flexibility (e.g., through telecommunication, or entrust others to act on the student's behalf) in terms of ways to complete graduation school-leaving procedures and the pick-up of diplomas.</p> |
| <p><b>9. 資格權利保留</b><br/><b>Maintenance of Students' Rights and Status</b></p> | <p>(1) 針對採遠距學習之本案學生，學校自動延長修業年限 1 學期，學生修業期限之權益不受影響。</p> <p>For students who have opted for long-distance learning, NTNU will extend their graduation deadline automatically for one semester. There will be no impact on students' rights regarding graduation deadline.</p> <p>(2) 對於本措施之適用對象，彈性處理是類學生之學籍及成績相關事宜。</p> <p>The university will provide the necessary level of flexibility in the handling of students' status and grades for all students who are the target of these measures.</p> <p>(3) 其他特殊情況，請系所及校內各相關單位，視其情節專</p>   |

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|  | <p>案予以彈性處理。</p> <p>For all other circumstances, departments, institutes, or relevant units may offer special dispensation accordingly in a case-by-case basis.</p>  |
| <p><b>10. 學校相關輔導<br/>協助機制</b></p> <p><b>University<br/>Counseling<br/>Services</b></p> | <p>(1) 啟動關懷輔導機制：瞭解是類學生身心狀況、課業學習、職涯輔導之實際需求，適時轉介校內外相關單位，以提供所需資源，協助學生渡過困難。</p> <p>Counselling Service: Counselling service will be made available to all students. Students who seek help may receive advices on their psychological and physical health, academic performance and learning, and career planning. When needed, external professional support will also be provided.</p> <p>(2) 個案追蹤機制：由學務處指派專責導師建立專案輔導單一窗口，並與學系密切聯繫，追蹤個案現況及後續修業情形。</p> <p>Case tracking mechanism: The Office of Student Affairs, working in conjunction with counsellors, will set up a one-stop Counseling Window. All parties will work closely with all departments and follow up on all cases and their studies.</p> <p>(3) 維護學生隱私：本校各單位配合處理學生就學事宜，應依相關規定辦理，注意個人資料保護事宜。</p> <p>Privacy Protection: All university units should follow all legal and university regulations on personal privacy,</p> |



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|                                 | especially in cases involving students.  |
| <b>11. 其他 Other Information</b> | <p>本案經學術暨行政主管聯席會報通過後實施，修正時亦同。</p> <p>The current measures and amendments have been passed in the Academic and Administrative Director Committee.</p> |