

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 2 學期學生安心就學措施

NTNU Measures in Response to the COVID-19 Pandemic

110.02.01 (2021/02/01)

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(1) 適用對象 Target	(1) 110 年 2 月 22 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。 Foreign students whose entry into Taiwan had been barred in accordance with Ministry of Education's pandemic directives, or those who had been prevented from coming due to their home country's policy, before the start of the semester on February 22nd, 2021. (2) 因不可抗力因素，110 年 3 月 14 日前無法抵臺入境之境外生。 Foreign students who cannot enter Taiwan before March 14th, 2021 due to circumstances or events that are beyond the reasonable control of the student.
(3) 開學選課 Course Selection	課務組依國際處提供名單（持續更新），轉知學生所屬系所輔導學生進行修課規劃，並協助協調授課老師配合提供線上教學活動，視情況輔以同步或非同步之數位課程。 The Division of Registry shall notify respective departments of eligible students (student list will be continuously updated by the Office of International Affairs) to assist said students in course selection and planning. Where appropriate, the departments will also coordinate with instructors to provide online instruction, whether synchronous or asynchronous.
(4) 註冊繳費 Registration	(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。

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and Tuition Payment	The existing registration process only requires students to 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. (2) 學士班學生按其所選學分數繳交學分費，免繳雜費。繳費單預計於4月中旬依選課結果更新金額，繳費截止日為110年4月30日。 Tuition for undergraduate student will be based on the number of credit hours registered and there are no miscellaneous fees. The amount due on the tuition payment notice will be calculated in mid-April based on the finalized number of credits registered. Payment deadline will be April 30th, 2021. (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。 Graduate students will only need to pay the tuition base fee set by their respective department/institute; no credit-based tuition will be charged.
(5) 修課方式 Alternative Learning Method	(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。 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

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	platform Moodle or other applications. (2) 若為實習、實驗等課程，無法線上教學時，則請系所務必先向學生說明並提供輔導或其他修習替代方案。 For courses such as practicum or laboratories that cannot be conducted online, departments must assist students to find suitable substitutions. (3) 另鼓勵學士班同學修習 Coursera、Udacity、edX 平台上全球各大學製作、開授之大規模開放式線上課程(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，至多 4 學分。 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.
(6) 考試成績 Testing and Grades	(1) 成績登錄期程本校將公告於教務處成績專區網頁，各系所教師如有因個案及科目性質無法於規定期程內送交成績，可申請延後至 110 年 7 月 23 日。 Grade submission dates will be announced on the Score

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	pages of the Office of Academic Affairs website. Instructors who are unable to submit grades on time may apply to extend the grade submission deadline to July 23rd, 2021. (2) 學士班學生體育課得以免修一學期。 One semester of Physical Education requirement will be waived for all undergraduate students.
6. 學生請假 Attendance	(1) 本校請假已採線上申請方式辦理，並已取消扣考制度。 Since the university attendance system is an online system, students may request leaves online. The university no longer has an examination bar policy. (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。 Students affected in the current case are exempted from all university regulations on involuntary suspension of study due to poor attendance.
7. 休退學及復學 Suspension of Study, Expulsion, and Resumption of Study	(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。 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 commencement of final exams has also been waived. (2) 本校已取消學生因學業成績不及格致退學之規定。 The university no longer expel students due to poor

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	academic performance. (3) 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。 For students who had suspended their study, university counsellors and academic advisors will provide all necessary counselling once they have resumed their study.
8. 畢業資格 Graduation	(1) 109-1 畢業研究生論文繳交期限至 110 年 3 月 2 日止，可委託他人來校辦理。109-2 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。 Thesis submission deadline for master's or doctoral students who are graduating in the Fall 2020 Semester is March 2nd, 2021. Students may entrust an agent to act on their behalf for relevant submission procedures. The Spring 2021 graduation schedule for graduate student 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. (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。 a 實習：系所、師培學院、學務處職涯發展中心 b 體育：共教體育組 c 服務學習：全人教育中心 The Office of Academic Affairs will review undergraduate learning content and hours in conjunction with the following university units:

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	a. Internship: departments, College of Teacher Education, Center for Career Services; b. Sports: Common Core Education Committee Physical Education Section c. Service Learning: Center for Holistic Education (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。 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. (4) 如有是類同學因故未能如期完成畢業離校手續者，將視個案情行彈性處理（通訊、延後或委託他人）其離校及領取學位證書之方式。 For students who are unable to complete their school-leaving procedures on time, the university will, on a case by case basis, 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.
9. 資格權利保留 Maintenance of Students' Rights and Status	(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。 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. (2) 對於本措施之適用對象，彈性處理是類學生之學籍及成

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	績相關事宜。 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. (3) 其他特殊情況，請系所及校內各相關單位，視其情節專案予以彈性處理。 For all other circumstances, departments, institutes, or relevant units may offer special dispensation accordingly in a case-by-case basis.
10. 學校相關輔導協助機制 University Counseling Services	(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。 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. (2) 個案追蹤機制：學士班由各系專責導師，碩博班由研究生導師或指導教授建立專案輔導窗口，並與系所密切聯繫，共同追蹤個案現況及後續修業情形。 Case tracking mechanism: One-stop Counseling Windows shall be set up with Counsellors for undergraduates and Graduate Advisers or Dissertation Advisers for graduate students. All parties will work closely with all departments and follow up on all cases and their studies.

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	(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。 Privacy Protection: All university units should follow all legal and university regulations on personal privacy, especially in cases involving students.
11. 其他 Other Information	本案經學術暨行政主管聯席會報通過後實施，修正時亦同。 The current measures and amendments have been passed in the Academic and Administrative Director Committee.