

國立勤益科技大學因應新型冠狀病毒肺炎疫情安心就學措施

- 一、因應新型冠狀病毒肺炎持續延燒，為讓本校學生安心就學，避免因防疫措施屆時無法返校而影響就讀權益，訂定本安心就學措施，提供學生彈性修業機制。

In order to strengthen NCUT's border quarantine measures due to the 2019 novel coronavirus (2019-nCoV) pandemic, NCUT has set the following studying measures for students who cannot arrive NCUT on time.

- 二、實施對象：本校陸生、港澳學生及其他學生因防疫措施無法返校就學者。

Object: Students from China, Hong Kong, Macau and the rest of students who cannot arrive NCUT on time due to 2019 novel coronavirus.

- 三、安心就學措施

Measures Taken

類別 Category	安心就學措施 Measures Taken
一、註冊繳費 Registration and Tuition	因應新型冠狀病毒肺炎而無法順利返臺就學之學生，或因染肺炎疫情之學生，其註冊繳費說明如下： Following measures are provided for students who cannot register for the university and pay for tuition in time due to 2019 novel coronavirus. 一、有關學雜費繳費期限得申請延長註冊。 You can apply for a tuition fee payment extension. 學雜費繳費單可自行上【第一銀行第e學雜費入口網】列印並擇一通路繳納『繳費通路：全省各大便利超商、第一銀行各分行臨櫃繳款、信用卡繳納及ATM(提款機)、EATM 轉帳方式繳納。 網址： https://eschool.firstbank.com.tw/member/index.aspx You can pay your tuition online via convenient stores, First Bank in Taiwan or online at https://eschool.firstbank.com.tw/member/index.aspx. 二、若同學辦理休學者，學校將退回相關學雜費用，不受休、退學時間點限制。 If you would like to apply for Leave of Absence/Withdraw from NCUT, the tuition refund will be paid according to the individual case.
二、休退學申請 Leave of Absence/Withdraw from NCUT	因應新型冠狀病毒肺炎而無法順利返臺就學之學生，或因染肺炎疫情之學生無法修業，可提出休學申請，採行通訊方式辦理，毋須繳納相關學分學雜費，不受該學期休退學截止日之限制。 Following measures are provided for students who would like to apply leave of absence due to 2019 novel coronavirus. 一、填寫休退學申請書(本人及家長簽章) 網址：http://oaa.web2.ncut.edu.tw/files/15-1002-17136,c1560-1.php Fill in leave of absence application form (Signed by student and parents). Download here: http://oaa.web2.ncut.edu.tw/files/15-1002-17136,c1560-1.php 二、傳真 00-886-4-23938247 或 e-mail 至註冊組信箱 registry@ncut.edu.tw。

	Fax to +886-4-2393-8247 or email to registry@ncut.edu.tw 三、或者可委託他人持休退學申請書協助辦理。 Or you can ask your proxy for assistance.
四、復學申請 Re-enrollment at NCUT	因新型冠狀病毒肺炎而無法順利返臺就學之學生，或因染肺炎疫情之學生應依註冊組通知復學程序辦理，如休學期限屆滿無法復學者，得予專案延長休學期限。因新型冠狀病毒肺炎原因導致休學期間，不列入休學年限。 Any leave of absence due to the said pandemic situation will not be calculated against the total length limit of study years toward graduation.
五、成績評定 Evaluation & Grading Policies	一、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科目成績，補考成績並按實際成績計算。 Professors can adjust grades by conducting make-up exams or remedial teaching, according to subject features. 二、因新型冠狀病毒肺炎而無法順利返臺就學之學生，或因染肺炎疫情之學生，本校得審酌學生身心狀況及學習需要，不受學業成績不及格退學規定限制。 Students who cannot enter Taiwan in time due to 2019 novel coronavirus, NCUT will consider the physical and mental condition of students, the grades during the period of epidemic will not result in fail or drop out of the course.
六、選課及加退選 Add/Drop Courses	因新型冠狀病毒肺炎而無法順利返臺就學之學生，或因染肺炎疫情之學生，選課及加退選說明： If you cannot add/drop your courses in time, please refer the following instructions: 一、請於開學後加退選週前自行上網完成選課事宜。 Please add/drop your courses by yourself online after semester starts. 二、若無法自行上網選課，請務必於開學前聯繫教務處課務組窗口(或各系承辦人)，將有專人協助選課事宜。(課務單位各系承辦人： http://oaa.web2.ncut.edu.tw/files/13-1002-8547.php) If you cannot add/drop your courses online, please contact Office of Academic Affairs at http://oaa.web2.ncut.edu.tw/files/13-1002-8547.php
六、彈性修課及課程輔導措施 Flexible Learning, Counselling and Support	一、因應新型冠狀病毒肺炎而無法順利返臺就學之學生，或因染肺炎疫情之學生，彈性修課方式： Flexible learning for students who cannot arrive NCUT on time due to 2019 novel coronavirus: (一) 未入境之學生在家學習，可向教師申請使用以下學習方式 You can apply for learning at home if you did not enter Taiwan 1. 電子檔或紙本授課： e-books or textbooks: (1) 由教師提供課程教材、影片或指定書籍，讓學生在家學習。

Materials at home (including video or list of textbooks) provided by professors.

- (2) 課程期間，教師可安排作業、報告或測驗，以評量學生是否已習得該課程應學習的知識，並評定學期成績。

During the courses, professors can conduct assignments, reports or tests to evaluate and grade on students.

2. 線上授課：

Online courses:

- (1) 線上課程授課模式可參考附錄--線上授課方式。請學生與教師討論採用方式後實行。

The model of online course can refer to the appendix-Online teaching methods. Please conduct it after discussing between students and professors.

- (2) 課程期間，教師可安排線上點名、作業、報告或測驗，以評量學生是否已習得該課程應學習的知識，並評定學期成績。

During the course, professors can arrange online roll call, assignments, reports or tests to evaluate and grade on students.

- (二)入境後，因疫情無法到校修課之學生，可向教師申請以下學習方式：

You can apply for learning at home if you cannot show up in class due to coronavirus, after arriving into Taiwan

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2. 由教師安排授課方式。

Professors can arrange their own teaching methods.

- 二、 課程輔導措施：如無法於開學期間至校上課造成課程落差，將由任課教師擬訂個別補救方式或由系上安排課輔老師及 TA 特別協助課程輔助措施。

Counseling methods: Professors shall provide necessary assistance to students who cannot arrive NCUT on time due to coronavirus. Some

	additional assistance provided by department, like tutoring teachers or TA may be considered.
七、 畢業資格 Graduation Eligibility	一、畢業應修科目學分：學校依課程之科目性質，酌情調整課程(如實習、體育及服務學習)之學習內涵，並配合本校彈性修業機制辦理。 Compulsory credits: NCUT will adjust curriculum (Ex. Internship, PE and service-learning) depending on the learning cores, and follow the flexible education system at NCUT. 二、其他畢業資格條件：學校得放寬學生畢業資格條件(如英文檢定、證照考試)，並經教學單位認可後，提供學生替代方案。 Other requirements for graduation eligibility: NCUT will provide alternatives for students (Ex. English proficiency test, certification exam), that are certified by departments and colleges.
八、 資格權利保留 Rights Reserved	學校得審酌學生身心狀況及學習需要，協助學生保留赴境外修讀雙聯學位、研修或交換之資格；參與職訓課程、建教或產學合作計畫等之資格。 NCUT will consider the physical and mental conditions of students to reserve the right for students to join international exchange program, dual degree program, internship, collaboration projects, etc.
九、 招生考試防疫措施 Recruitment Measures	碩士班訂於3月份辦理考試，教務處及辦理面試系所須於考生進入試場前，量測入場人員額溫、配戴口罩(未戴者，禁止進入)、利用酒精或乾洗手進行消毒。如有發燒者，則須開放隔離試場，進行面(筆)試，試後，請清潔公司進行環境消毒。 NCUT will hold an exam for recruiting master students on March, before enter classrooms, all faculties at NCUT must take fore-head temperature measurement, wear masks, use alcohol or alcohol hand sanitizer to wash hands. If someone has a fever in the classroom, after the exam, we will hire cleaning company to sanitize environment.
十、 學生請假 Taking a Leave	學生得以通訊方式向學校(學務處)請假及檢具相關證明補辦程序，並得委託他人辦理相關作業，不受缺課扣考、勒令休學規定限制。 You can take a leave by providing valid proofs to Office of Student Affairs by yourself or your proxy. The absence of classes due to the epidemic will not result in fail or drop out of the course.
十一、校外實習彈性修課及課程輔導措施 Alternatives to an Internship	一、因嚴重特殊傳染性肺炎，建議各系本學期暫不規劃學生校外實習及暑期校外實習課程，並開設足夠之選修學分數或專題師徒實習課程，以防止學生因在校外實習接觸感染或因疫情停止實習。 To deter coronavirus outbreak, NCUT suggests all departments to suspend off-campus and summer internship for students and provide alternatives to an internship courses, to avoid possible infections. 二、本校學生如在校外實習，因疫情因素中途停止實

	習，學生回校後，建議由各系另行以輔導方式使學生不致中斷實習，例如：校內實習，專題師徒實習課程等補救方式。 If students would like to suspend their internship due to the coronavirus, after students return NCUT, we recommend every departments to set alternatives courses for students, like in-campus internship or project-based studies led by professors.
十二、學校相關輔導協助機制 Counselling and Support System	一、啟動關懷輔導機制：定期以相關通訊軟體瞭解學生身心狀況、課業學習、職涯輔導之實際需求，適時轉介相關單位，以提供所需資源，協助學生渡過困難。 1. Activate Counselling and Support System: NCUT will provide necessary resources and assistances to students via Line system or email to monitor their mental and physical condition. 二、個案追蹤機制：建立專案輔導單一窗口，學校得自行指派專人或專責單位(學務處、諮商輔導中心或教務處)追蹤個案現況及後續修業情形。 Case tracking system: Establish counseling unit to take care of these students. (Office of Student Affairs, Student Counseling Center or Office of Academic Affairs) 三、維護學生隱私：學校處理學生就學事宜，應依相關規定辦理，注意個人資料保護事宜。 Personal Data Protection: NCUT will follow Personal Information Protection Policy to deal with all student affairs.