

國立清華大學因應新型冠狀病毒肺炎防疫彈性修業機制

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

適用對象: 為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，以及開學後自中港澳入境(包括由各國家經中港澳轉機)之學生或需隔離、檢疫、追蹤、自主健康管理，並登錄於「國立清華大學衛保組校園傳染病防治調查」者。

類別	安心就學措施
一、選課	<p>(一)加退選階段：</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。 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。 <p>(1)部份課程備註第一堂務必出席：</p> <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。 <p>(2)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，專案申請退選或改選他課(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)。專案辦理期限後，退選請依停修程序辦理。</p> <p>(二)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)。 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>
二、註冊繳費	<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。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</p>

類別	安心就學措施
	<p>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，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)本校陸生若因特殊情形，獲本校系、所及大陸姐妹校同意，於當學期安排至鄰近大陸姐妹校進行修課，學生請使用銀聯卡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)。(學生若採電匯方式繳費，因有匯率變化問題及手續費，請學生注意實際入本校金額，建議多匯，以免繳款不足，無法辦理銷帳，於換匯後多繳金額會直接退到學生在本校登記的帳戶內，無登記帳戶者以支票方式退費。)學生並應於次學期開學前，將修課結果送回本校完成學分抵免。若學生於修完應修課程、學分並完成學位考試(研究生)及所有畢業條件後，除可親自回校辦理離校手續外，亦可委託他人到校辦理及代領學位證書。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需協調至大陸姐妹校修課申請單」。請填妥學生基本資料表、學習計畫，請於 2 月 21 日前以 email 逕寄註冊組各系所負責人員並副本全球處國際學生組(dis@my.nthu.edu.tw)，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>本校大陸姐妹校查詢 http://oga.nthu.edu.tw/chm.outgoing/list，姐妹校相關事宜請洽全球處國際學生組(dis@my.nthu.edu.tw)。</p> <p>(三)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，建議同學應辦理休學，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。</p>
三、修課方式	<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)由課務組通知系所，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。衍生之助教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>
四、考試成績	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

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	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。
五、學生請假	<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> <p>(二)課務組就衛保組及綜學組提供之學生名單，依學生之修課情形通知各授課教師，說明請假不列入缺席紀錄，不受缺課扣考規定限制。</p>
六、休退學及復學	<p>(一)休學申請：學生因防疫辦理休學者，休學不計入學則規定休學期限，亦不受「當學期期末考試開始當日前提出」之限制，但需於次學期開學日前提出。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)學生因防疫辦理休學者，若無修課的事實，得檢附相關證明，退回相關學雜費，不受學生退費時間點限制，但需於學期結束前提出申請。惟已有修課事實者，依「專科以上學校學雜費收取辦法」辦理退費，有爭議者專簽處理。</p> <p>(三)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)學生因防疫無法於期限內辦理畢業離校手續者，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>

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十、其他、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。</p> <p>(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。</p>

註:紅字處為2月19日更新。

國立清華大學因應新冠病毒肺炎防疫彈性修業機制

是否適用安心就學措施

否

依現行規定辦理

是

申請延後註冊 (3月2日前提出)

2月26日~3月16日
加退選

有「修業替代方案」者

無「修業替代方案」者

辦理休學

1. 依修業替代方案辦理
2. 4月10日前完成註冊(繳費)、並得專案申請退選或改選他課

- 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。
- 陸生如辦理休學，依規定會註銷多次入台證，待辦理復學後，再通知綜合學務組辦理單次入台證方可入台。

※ 安心就學措施適用對象：
開學後：
1. 依中央流行疫情指揮中心公告限制或暫緩入臺之學生。
2. 自中港澳入境(包括由各國家經中港澳轉機)之學生或需隔離、檢疫、追蹤、自主健康管理，並登錄於「國立清華大學衛保組校園傳染病防治調查」者。

※ 修業替代方案：
1. 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。
2. 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。
3. 獲准至姐妹校修課者。

NTHU Study at Ease Project for COVID-19 Prevention

Eligibility for Ease Project:

1. Students who are unable to return to school due to the prevention of the coronavirus after registration date on March 2nd
2. Students who are required to be put under quarantine or conduct self-health management after registration date on March 2nd

TYPE	Ease Project
Course Enrollment	<p>(1) Course Drop/Add period</p> <p>1.1 The Course Add and Drop period starts from Feb. 26th to March 16th. The Courses are not yet full or without limitation of the student numbers, can be added and dropped directly on the system.</p> <p>1.2 The course is full or not be added through the system can 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" before the end of Add-or-drop Selection (March 16th).</p> <p>Step 2- Get approval from the instructor via email</p> <p>Step 3- Send the Application form and 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 for you.</p> <p>Step 5- log into the "Students' Inquiry System " 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 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 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 contact the teacher or TA, you may ask the Division of Curriculum for help. C. 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

TYPE	Ease Project
	<p>before April 10th. Any courses dropped after April 10th will cause a withdrawal noted on your transcript with a grade of "W".</p> <p>(2) For the student who wish to apply underload application. You may apply for Underload after receiving approval from your academic advisor and the major department chair.</p> <p>Step 1: Download the <i>Underload Application Form</i> from the Division of Curriculum website</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 for you.</p> <p>Step 5: Log into the "Students' Inquiry System " to check out for the results of the selection.</p>
Registration payment	<p>For the student who cannot return to school due to the Covid-19 prevention, can do the payment for tuition fee. Credit fee, and suspension by these methods :</p> <ul style="list-style-type: none"> 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) <p>★ Students who were admitted by National Hsinchu University of Education before 105 academic year (included) can pay tuition fees in the following ways before 10th April, 2020:</p> <ul style="list-style-type: none"> 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 following: BENEFICIARY'S NAME : NATIONAL TSING HUA UNIVERSITY BENEFICARY'S A/C NO. : 015-036-070041

TYPE	Ease Project
	<p>BENEFICIARY'S BANK NAME : BANK OF TAIWAN HSINCHU BRANCH ADDRESS : NO.29 LIN SEN RD. HSINCHU 300 TAIWAN R.O.C. SWIFT ADDRESS : BKTWTWTP015</p> <p>Attention:</p> <ol style="list-style-type: none"> 1. Please do remark your <u>student ID number</u> and <u>payment ID</u> 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. If the student can't return to the school within 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. There is no need to pay tuition fee, credit fee or any other related payment once student is suspended.
Course Implementation Methods	<ol style="list-style-type: none"> (1) Students should contact the instructors to discuss issues such as course connection and self-learning. (2) Curriculum Division will notify each department. 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 ask the instructor to assign a teaching assistant to assist in a make-up class or supplementary study. The department can apply for postgraduate scholarship from office of academic affairs for TA payment
Result	<p>Students who are unable to attend classes or examination evaluation 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, etc. The make up examination result will view as the formal examination result.</p>
Leave for absence	<ol style="list-style-type: none"> (1) Students who cannot attend classes due to coronavirus prevention of Home Isolation or Home Quarantine, please apply for leave and contact the instructor yourself, and stating the reason for your absence. (2) Division of Curriculum will notify the instructor, not counting student's leave into the record of absence, not be limited by the rules of final score deduction either based on the name list from the Division health and

TYPE	Ease Project
	Service and Division of General Student Affairs.
Suspension, Withdrawal and Schooling Resumption	<p>(1) Suspension Application : 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</p> <p>(2) The student who applied suspension due to Covid-19 prevention, can provide a relevant document to prove not taking any course for tuition fee refund, but we only accept the application before the end of the semester. For student who is taking course, can apply for tuition fee refund according to the rules of MOE of Taiwan.</p> <p>(3) Students who failed the course and facing the expel from NTHU because of their mental and physical condition affected by nCov-2019 can provide a Doctor's diagnosis certificate to revoke withdrawal from NTHU.</p>
Graduation	<p>(1) Students who fail to complete their degree program requirements, coursework and credits or graduation requirements due to epidemic prevention can submit application to the department. If an approval is confirmed in a department-level meeting and discussion, alternative courses or practices will be provided to assist students. Graduate students who need to take master/doctoral degree examinations during the semester can be examined through online video interview.</p> <p>(2) Students who cannot personally carry out the graduation and school-leaving procedures within the time limit due to epidemic prevention may entrust others to carry out the procedures.</p>
Reservation of Qualifications and 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 of dual degree Scholarship.</p> <p>(2) For Exchange Student: NTHU will help student to negotiate with Oversea University Partners for the eligibility of exchange student. Oversea University Partners reserve the right to retain or terminate the eligibility of exchange student.</p>
Counseling Department from NTHU	<p>(1) The Instructor can assign 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</p>

TYPE	Ease Project
	<p>students' mental and physical condition and learning situation.</p> <p>(3) To protect student privacy, NTHU administrates student education in line with relevant regulations and pays attention to the protection of personal confidentiality.</p>
Other, Scholarship	<p>(1) Scholarship retention can be applied on winners of NTHU scholarships (Scholarship for mainland China Student, NTHU President Scholarship, NTHU International Student Scholarship) during study suspension due to coronavirus prevention. Students can continue to receive the scholarship after a schooling resumption.</p> <p>(2) Scholarship administrators can obtain free transcripts of applicants' semester grades from the Registrar Division, if students due to epidemic prevention are unable to return to the school to apply for transcripts of semester grades required by the scholarship application.</p>

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 2nd
2. Students who are required to put in quarantine or conduct self-health management after registration date on March 2nd

