

國立臺北科技大學因應新型冠狀病毒肺炎疫情學生安心就學措施

Taipei Tech Measures in Response to the COVID-19 Outbreak

針對因防疫無法返校或上課學生之彈性修業機制

Policy for students unable to return to university and/or attend classes

109年1月29日本校防疫緊急應變小組會議討論

109年1月30日校長核定

109年2月6日本校學生安心就學措施專案會議討論

109年2月7日本校防疫緊急應變小組會議討論

109年2月7日校長核定

109年2月13日校長核定

109年2月24日本校主管會議討論

109年2月24日校長核定

Signed off by the President on Feb. 24, 2020

- 一、為因應新型冠狀病毒肺炎（武漢肺炎、COVID-19）疫情，使在本校就學之學生（含本國生及境外生、以下簡稱受疫情影響就學學生）安心就學，避免因防疫措施影響受教權益，特依據政府相關命令及行政規則與本校「學則」及「維護突遭重大災害學生學習權益處理要點」，訂定本校「因應新型冠狀病毒肺炎疫情學生安心就學措施」，（以下簡稱本措施）。

To protect the right to education of native and overseas students who are affected by the COVID-19, the university takes response measures (“Measure”) in accordance with the “National Taipei University of Technology Academic Policy” and “Guidelines on Protecting Students’ Right to Education When Encountering Sudden Disaster”.

- 二、本措施所稱「受疫情影響就學學生」之定義如下：

The definition of “affected students” in the Measure is as follows:

- （一）居住境外因疫情暫時無法返回臺灣就讀者。

Living abroad and not able to return to Taiwan due to the COVID-19 outbreak.

- （二）已依本校規定並於開學前返臺，且於開學日一週後仍因防疫隔離（含居家隔離、居家檢疫等）或就醫治療而無法如期返校就讀者。

Has returned to Taiwan before the start day according to the school regulations but not able to return to the university due to the quarantine (including home isolation and home quarantine) or medical treatment.

- （三）在學期間因疫情須中斷學習者。

Semester interruption due to the COVID-19.

符合以上定義之就學學生申請各項彈性修業機制時，須檢附與疫情有關之證明文件，以利審核。

Students who meet the above definitions are applicable for the Measure. Supporting documents should be submitted for review.

三、開學前居住境外之本校學生，如非屬政府（衛生福利部疾病管制署）規定暫緩入境者或非屬本校建議暫緩入境者（公告於本校防疫專區），須依本校規定並於期限內回到臺灣，並且接受本校安排之集中監測管理或政府頒布之健康追蹤管理措施；學生於學期中非經學校同意，不得前往政府公告國際旅遊疫情建議等級表第三級或進行邊境管制之地區，亦不得經上述地區轉機；學生出國於回國後必須誠實填報旅遊史暨自主健康調查表。不遵守上述規定之學生，不適用本措施各項彈性修業機制。

Students who are from non-affected areas (listed by the Ministry of Health and Welfare) and currently living abroad must return within the period prescribed by the university and follow government mandated health monitoring guidelines tracked by the university and government after arrival. Students shall not, without the consent of the university, travel to areas designated by the Taiwan government as level 3 on the international travel advisory scale or to areas under border control or transfer through such areas during the semester; students are required to fill out a travel history and self-directed health questionnaire honestly and in good faith after returning to Taiwan. Students who do not comply with the above requirements shall not be subject to the flexible policy.

四、註冊及繳費 Registration and Tuition Payment

(一) 學生完成繳費及選課程序，即視同已註冊。受疫情影響就學學生得以通訊方式申請延後註冊，並得委託他人辦理註冊相關事務。

Students who complete the payment and course selection procedures will be regarded as registered. Students affected by the COVID-19 outbreak may apply for a deferral of registration online or by proxy.

(二) 因疫情發展而未能於開學日後完成註冊繳費者，應依本校「學則」規定辦理休學，建議先辦理休學一學期。此休學期間不計入休學年限計算。復學生亦同。

Students who are not able to complete the registration and the payment due to the COVID-19 outbreak may apply for a leave of absence in accordance with the “National Taipei University of Technology Academic Policy”. It is recommended that students unable to do so take a leave for the current semester and return the following semester. The leave of absence semester may exclude such time from the maximum cumulative leave of absence allowable to students. It is also applicable for returning students.

(三) 108-2 學期註冊繳費期間原訂於 109 年 2 月 5 日起至 2 月 24 日止，受疫情影響暫緩入境之學生先毋須繳費，待本校另行通知後再行繳費。

The registration and tuition payment period for the 2020 spring semester was originally scheduled from February 5 to February 24, 2020. Students who are not able to return due to the current outbreak will not be required to pay the fee at the moment. Further notice will be given by the university.

五、開學選課（加退選）、跨校選課及期中撤選 Course Selection (adding/dropping

courses), Inter-university Course Selection, Mid-term Course Withdrawal

- (一) 108-2 學期課程預選已於上學期末結束。受疫情影響就學學生應於開學第 4 週結束前完成加退選為原則，第 1、2 週透過網路加退選系統選課，第 3、4 週得以紙本方式填寫特殊情形課程加退選申請表向所屬教務單位申請。境外學生得透過國際處協助，由國際處提供境外學生名單及特殊情形課程加退選申請表，送交學生所屬教務單位彙整，再統一交由學生所屬系所簽核同意後辦理。

The preliminary course selection for the 2020 spring semester closed at the end of the previous semester. Students affected by the COVID-19 outbreak should complete the process of adding/dropping courses before the end of the 4th week of the semester. During weeks 1 and 2, students may add or drop courses online by using the “Online Add/Drop System After Semester Begins”, while in the 3rd and the 4th week, students are required to fill out the paper application form for course selection and submit it to the Office of Academic Affairs. Overseas students may request assistance from the Office of International Affairs to fill out the application form for course selection under special circumstances.

- (二) 本校「學生選課辦法」原規定大學部一、二、三年級學生每學期選課學分數下限 16 學分，四年級學生每學期選課學分數下限 9 學分；專科部一、二、三年級學生每學期選課學分數下限 20 學分，四、五年級學生每學期選課學分數下限 12 學分；研究所學生每學期選課學分數下限 3 學分。受疫情影響就學學生得因學習需要填具低修申請表向所屬教務單位申請低修，惟至少應修習 1 門課。

According to the “National Taipei University of Technology Policy on Student Course Selection”, freshmen, sophomore, and junior students shall enroll in at least 16 credit units, and senior students shall enroll in at least 9 credit units. First, second, and third year students of junior college shall enroll in at least 20 credit units. Graduate students shall enroll in at least 3 credit units per semester. Students affected by the COVID-19 outbreak who wish to remain enrolled with the university may apply for minimum enrollment where they will only be required to take at least one course.

- (三) 大學部及五專部學生所選學分數如未達每學期所屬學制各年級規定之最低應修學分數，得依所修學分數繳交學分費及雜費（含網路使用費、平保費及其他依規定應繳交之費用），毋須繳交全額學雜費。

Undergraduate and junior college students who do not meet the minimum credit requirement should pay the credit fee and miscellaneous fees (including Internet, insurance and other fees according to the regulations).

- (四) 學生因學習需要而有跨部選課需求者，得以紙本方式填寫特殊情形課程加退選申請表辦理，經該科目授課教師同意及系所核准後得權宜處理，不受本校「跨部選課實施要點」之限制。

Students may apply to take cross-department courses if necessary. Each application shall be approved by the course lecturer and the respective departments.

- (五) 學生得申請至國內外他校修讀課程，惟須親自或自行委託代理人辦理雙方學校之校際選課程序；經專案同意修課課程得不受本校「校際選課實施準則」規定須為本校未開設科目之限制。

Students may apply to attend courses at domestic or/and overseas universities, provided that they conduct inter-university course selection procedures in person or by proxy; courses taken with the approval of the program but not offered by the university may not be subject to the requirements of the university's guidelines for inter-university course selection.

- (六) 學生如擬申請撤選課程者，仍須於本校規定當學期開學後第 5 週至第 12 週期間完成期中撤選程序，原則上採線上申請方式辦理。若學生原本所選學分數未達每學期各所屬學制各年級規定之最低應修學分數，得以紙本方式填寫特殊情形課程期中撤選申請表向所屬教務單位辦理撤選，惟經撤選後至少應保留一門課程。

Students may apply for withdrawal through the “Mid-term Online Withdrawal System” during Weeks 5 to 12. Students who do not meet the minimum credit requirement may fill out Mid-term Withdrawal Form and submit it to the Office of Academic Affairs. However, students shall take at least one course.

六、 修課方式及考試評量 Taking Courses and Evaluation

- (一) 授課教師應配合指定教科書或提供數位教材/網路影音資源，讓受疫情影響就學學生於無法到校上課期間自主學習。

Lecturers should assist students affected by the COVID-19 in initiating independent study by providing digital learning materials/online audiovisual resources in accordance with designated textbooks.

- (二) 請各教學單位擇定由國際知名線上平臺所開設或由本校專任教師錄製之大規模開放式線上課程，提供無法到校之學生經由網際網路方式直接學習；完課且提供證明者，得向所屬系所申請學分抵免，且不受本校「學生修習線上數位課程學分實施要點」認列為畢業學分數上限之限制。

Departments shall select appropriate independent online materials or online courses recorded by our faculty for students. Students who take non-university independent courses are required to apply for a waiver of credits by submitting their proof of completion to the relevant department.

- (三) 課程授課教師應視學生需求及課程性質透過「教學全都錄」系統錄製上課教學之板書及簡報等實況內容，並發佈至「北科 i 學園」學習平臺提供學生線上學習。惟學生如因防疫無法全程參與課程或各項評量，於完成「北科 i 學園」線上學習後，仍須通過授課教師指定之評量測驗，方可取得學期成績。

Recorded lectures should be uploaded to “Taipei Tech i-school”, and students who are not able to attend classes and evaluation in person may take online study on Taipei Tech i-school in order to

obtain credits after passing the evaluation.

(四) 請各授課教師彈性處理受疫情影響就學學生之缺課、請假及各項評量（如作業繳交、報告及考試）事宜。

Special dispensation may be given to all affected students in terms of attendance, leave taking, and assessment.

(五) 補考事宜由授課教師決定辦理方式，補考成績按實際成績計算。

Lecturers may let students take make-up exams or engage in alternative assessments.

七、 學分抵免 Credit Substitutions and Waivers

原則上依本校「學生抵免學分辦法」之規定辦理。

Students shall apply according to “National Taipei University of Technology Policy on Course Credit Substitutions and Waivers”.

八、 學生請假 Sick Leave

受疫情影響就學學生得以通訊方式請假，並得委託他人辦理相關作業。

因此不可抗力事故而致未能參加考試者，其不受本校「學則」規定請假之日起二天內須辦妥請假手續、缺課扣考與勒令休學規定之限制。經獲核准補考者亦不受考試結束後二週內須完成補考規定之限制。

Affected students may apply for leave online or by proxy. Students who are unable to take exams may apply for make-up exams. The application shall not be subject to “National Taipei University of Technology Academic Policy”.

九、 休退學及復學 Leave of Absence, Dropout, and Return

(一) 受疫情影響就學學生無法繼續學習擬辦理休學者，得以通訊方式或委託他人檢附休學申請表（免晤談紀錄表）向所屬教務單位申請；僅能以通訊方式申請者，將由學生所屬教務單位轉知系所。若學生休學期限屆滿仍無法復學者，得予專案延長休學期限。

Affected students may apply for the leave of absence with the Office of Academic Affairs online or by proxy. Students who cannot return to school upon the expiry of the leave may submit relevant proof to apply for extension.

(二) 學生若於當學期開學前辦理休學者毋須註冊及繳交學雜費，若辦理休學時已繳費但無修課事實者，本校將退回相關學雜費，不受學生退費時間點之限制，但須於當學期結束前提出申請。如已有修課事實者，則依本校「學費繳交及退費辦法」辦理退費事宜，有爭議者以專簽處理。

Students who apply for a leave of absence before the enrollment process shall not be required to pay tuition and fees. Students who have made payments prior to application for a leave of absence may

be eligible for a refund of said fees. Students should submit the refunding application before the end of the semester. If a student is already started taking a course and needs to take a leave, the refunding process will be dealt with according to the refund policy of the university.

(三) 學生若因被隔離或治療而致當學期學業成績不及格學分數達應予退學之情形者，本校得審酌學生身心狀況及學習需要由所屬系所以專簽方式辦理，不受本校「學則」關於學業成績不及格退學規定之限制。

If the student is ordered to leave due to quarantine and results in failed courses, the university may review each individual case. This will not be subject to the “National Taipei University of Technology Academic Policy.”

(四) 學生若因修業年限屆滿仍無法修畢應修科目學分數者，得由所屬系所以專簽方式延長其修業年限。

Students who fail to fulfill the course and unit requirements of the department or to complete the graduation requirements may apply for an extension.

十、原訂 108 學年度畢業學生之權宜措施 Measures for 2020 Graduation Students

(一) 符合本措施第二點第一項第一款條件之應屆畢業學生（含延修生），如 108-2 當學期仍有部分應修科目及學分（例如必修科目）尚未修畢致無法完成畢業條件，且未有適合之「北科 i 學園」課程或線上課程可提供其修習者，本校提供以下彈性措施：

Students graduating in 2020 who are affected by current outbreak and fail to fulfill graduation requirements, and are not able to find suitable online courses, may apply for this measure.

1. 學生得於 109 年 3 月 9 日（一）前向所屬教務單位提出替代課程或作法之需求（得以通訊方式或委託他人申請、境外學生請國際處協助），由教務單位核轉各科目主責教學單位審酌學生個別修習情形，並於 109 年 3 月 20 日（五）前通知學生替代課程或作法之決定（含以學分抵免之處理方式、及經系（所）同意得放寬跨系（所）專業選修承認為畢業學分之上限 1 至 2 門課）。

Students shall submit an application to the Office of Academic Affairs (overseas students to OIA) by March 9th. The Office of Academic Affairs and relevant departments shall review each case individually and propose an alternative to the student by March 20th.

2. 學生得於 109 年 3 月 13 日（五）前向科目主責教學單位申請學分抵免（得以通訊方式或委託他人申請、境外學生請國際處協助），以取得相當五專四年級或三專以上修業程度之相近科目替代之，不受本校「學生抵免學分辦法」總抵免學分數上限之規定限制，但以不重覆抵免為原則。

Students may apply for a waiver of credits by March 13th. The individual case is not subject to the university credit waiver policy.

(二) 研究所學生於 108-2 當學期若需進行學位考試者，得以視訊方式辦理。

Graduate students can take a degree examination through video call as an alternative.

十一、 資格權利保留 Other Rights

受疫情影響就學學生如需保留赴境外修讀雙聯學位或學期赴境外交換修習者，本校得審酌學生身心狀況及學習需要，從寬審議專簽辦理，並協助與擬前往境外學校聯繫協調，惟是否保留資格尊重該校之決議辦理。

Students who participate in a dual degree or an exchange program abroad shall be assisted in communicating with the partner university to reserve the right.

十二、 輔導協助機制 Counselling and Support

由教務處教學資源中心協助提供學生課業學習資源，學務處學生輔導中心協助學生心理調適，若因防疫所需無法進行會面晤談之學生，得以通訊方式使用心理輔導資源，並轉介相關單位以提供所需資源。本校亦將依「個人資料保護法」等相關法規，妥慎處理學生個人資料保護事宜。

The Teaching Resource Center and the Student Counseling Center provide necessary assistance with respect to learning resources and their mental and physical counseling. All university units should follow all legal and university regulations on personal privacy, especially in cases involving students.

十三、 本措施如有未盡事宜，由權責單位依本校相關規定，審酌受疫情影響就學學生個別情形彈性處理。

Any matters not described in this Measure shall be subject to relevant existing regulations. Individual cases shall be considered separately.

十四、 本措施經校長核定後施行，修正時亦同。

This Measure and its amendment shall be signed off by the President and become effective.