

## 教務處針對嚴重特殊傳染性肺炎(COVID-19 新冠肺炎)疫情的相關就學措施

一、嚴重特殊傳染性肺炎(COVID-19 新冠肺炎)疫情，教務處擬定相關就學措施，參考下表：

In response to the novel coronavirus pandemic, the Office of Academic Affairs has set the following to cope with the unexpected situation:

類別 Category	安心就學措施 Measures Taken
1. 開學選課 Course Registration	選課基本上雖有最低學分數限制，但得依特殊情形經系、所、學位學程及教務處同意後個別放寬。 <b>In response to the situation, minimum credit hour requirement per semester will not be enforced provided that it is approved by respective departments, programs and the Office of Academic Affairs.</b>
2. 註冊繳費 Tuition	學生得視個別狀況決定是否辦理休學或正常修課，如需延後註冊，學生得檢具相關證明向本校註冊組或研教組申請延後註冊，並得委託他人辦理相關作業。 <b>Students may qualify for tuition deferment plan if valid proofs are provided. Applications, including leaves of absence, should be made to the respective academic affairs divisions, either in person or by proxy.</b>
3. 修課方式 Method of Taking Courses	授課教師得視實際情形進行評估，提供同步或非同步之遠距教學課程，協助學生修習課程之彈性措施。 <b>Instructors may adopt, depending on actual need, flexible instruction methods made possible by on-line teaching.</b>
4. 考試成績 Evaluation	學生科目成績之評定，由授課教師決定，並透過相關方式周知學生。 <b>Instructors are responsible for the evaluation criteria of the courses taught and are responsible to make such criteria known to the students.</b>
5. 學生請假 Asking for Leave	因應本次特殊情形，本校將同意協調學生檢具相關證明以專案方式辦理。 <b>The University will provide necessary assistance to help students to ask for leave should valid proofs be provided.</b>
6. 休退學及復學 Leave of Absence, Withdrawal from the University and Reenrollment	(1) 休學申請：Application for Leave of Absence 學生得檢具相關證明，向本校教務處註冊組或研教組申請，以專案方式辦理休學。 <b>For a leave of absence, all students should apply through their respective academic affairs divisions by providing valid proofs.</b> (2) 學雜費退回：Tuition Refund 本校將依學生個別情形，判定合理之學雜費退費標準。 <b>The tuition refund will be paid according to the individual case. Tuition paid may be proportionally refunded with due cause.</b> (3) 放寬退學規定：Relax the Standard of Withdrawal from the University

	<p>本校將依學生受嚴重特殊傳染性肺炎(COVID-19 新冠肺炎)疫情影響之情形，彈性審酌相關學生之退學標準。  <b>The University will adjust withdrawal standards with due flexibility due to the pandemic situation.</b></p> <p><b>(4) 復學後輔導：Counseling for the Reenrollment Students</b>          本校將積極進行輔導。  <b>The University will provide necessary assistance to students who reenroll after leaves of absence due to the said pandemic situation.</b></p> <p><b>(5) 延長修業期限：Extend the Length of the Students' Degree Program</b>          學生若因嚴重特殊傳染性肺炎(COVID-19 新冠肺炎)疫情致延長休學或延長修業年限者，其延長之學期不予計入。  <b>Any leave of absence due to the said pandemic situation will not be calculated against the length of study toward graduation.</b></p>
<b>7.畢業資格 Graduation Requirements</b>	<p>因本校給予受嚴重特殊傳染性肺炎(COVID-19 新冠肺炎)疫情影響之學生延長休學及延長修業年限之待遇，故其畢業應修學分數應與其他學生相同，以相同標準計算。  <b>The graduation requirements will remain unchanged since the extension caused by the pandemic situation is allowed.</b></p>
<b>8.資格權利保留 Other Rights</b>	<p>同意視學生受嚴重特殊傳染性肺炎(COVID-19 新冠肺炎)疫情影響之個別情形予以保留相關資格，包含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。  <b>Students' rights such as participating in a dual degree, an exchange program abroad, an internship program and an Industry-University cooperation program, will be reserved if affected by the said pandemic situation.</b></p>
<b>9.學校相關輔導 協助機制 Counselling and support</b>	<p>本校將視學生身心狀況、課業學習、職涯輔導之實際需求，適時轉介相關單位，以協助學生渡過困難。  <b>The University will provide necessary resources to assist students with respect to their actual mental, physical, academic and job replacement counseling.</b></p>

二、關於選課、註冊繳費、修課方式、成績考核、請假休復學、輔導協助等相關問題，可詢問：

For any question regarding the above, feel free to contact the following:

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