

國立臺灣大學因應嚴重特殊傳染性肺炎(COVID-19新冠肺炎)

108學年度第2學期中港澳及其他暫緩入境學生安心就學措施 Q&A

109.02.15公告、02.20新增英文版、02.24精確承辦人資訊、02.27~03.02新增開放遠距課程參考清單(本校)(臺科大)(臺師大)

問題	回覆	業務單位 /聯絡資訊
<p>一、中港澳學位生或其他受疫情影響無法入境，請問如何辦理註冊繳費？學雜費如何計算？</p>	<ol style="list-style-type: none"> 1. 學生如因疫情無法到校上課者，可暫緩繳交學雜費，學校將視學生修課狀況彈性處理註冊繳費事宜，決定108-2學期辦理休學者不需繳費。 2. 學生若可順利修課（例如以遠距方式上課，或與教授討論論文、或視訊口試等），則不需辦理休學。本校會依選課最後結果決定繳費金額：學士班學生僅需繳交學分費，碩、博士班學生僅需繳交學雜費基數（學生平安保險費、網路使用費、僑陸生相關保險另計）。本校108學年度各學制學雜費收費標準詳見本連結。 3. 學士班同學如已先繳納全額註冊費用者，將由註冊組替同學辦理「學費」、「雜費」退費；並請於4月13日至4月24日，依學分費繳費單之說明繳交學分費。 4. 無法入境研究生之學雜費基數，請於<u>3月20日以前繳費</u>。學士班同學，因學雜費繳費單內含僑生健保或陸生商業醫療保險，本校需撥付保費予健保署及保險公司，故學雜費繳費單仍需於<u>3月20日完成繳費</u>。若已過2月27日以前的代收期限，務必請其他同學協助繳費。 	<p>學士班註冊繳費： 教務處註冊組 莊股長 3366-2388#204</p> <p>研究生註冊繳費： 教務處研教組 車股長 3366-2388#402</p> <p>僑生健保： 學務處僑陸組 吳幹事 33663232#13</p> <p>陸生商業醫療保險： 學務處僑陸組 黃副理 33663232#14</p>
<p>二、我沒有休學，但因疫情無法來臺就讀，我的選課、修課、成績權益如何保障？</p>	<ol style="list-style-type: none"> 1. 本學期受疫情影響無法來校就讀之學生，選課不受學分下限之限制。 2. 為確保本案學生學習品質，學校將視情況輔以彈性措施，如同步或非同步之線上數位課程支援，以協助學生修讀課程。包括透過數位學習平台進行線上學習及繳交作業等方案。 3. 授課教師得針對個別學生特殊情形調整評分方式或提供補救措施。 	<p>學士班： 教務處註冊組 莊股長 3366-2388#204</p> <p>研究生： 教務處研教組 車股長 3366-2388#402</p>

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<p>三、我因疫情無法來臺就讀，是否有彈性遠距學習方式可以修課？</p>	<p>1. 針對目前受疫情影響而無法入境就讀學生，可洽授課教師討論所選課程得否以遠距方式進行，學校可提供教師課程錄播、非同步數位課程平台等技術支援。</p> <p>另，國立臺灣大學系統已公告受疫情影響無法入境學生的遠距教學課程參考清單，但建議同學選課前再先向開課單位或授課教師確認。 (本校遠距課程清單)(國立臺灣科技大學遠距課程清單)(國立臺灣師範大學遠距課程清單)</p> <p>2. 教務處數位學習中心針對非同步、同步遠距教學提供教師和學生相當完整的支援，包括課程錄影軟體、硬體教學、視訊會議軟體（U 會議）帳號申請、NTU COOL 數位教學平臺等，詳細資訊可參考本連結。</p> <p>3. 本校<u>學士班學生</u>可修習臺灣大學系統開設之開放式線上課程，修課者至少須修習1學分或合併至少1學分之課程，修習完成後備妥認證證書或相關完課證明（部分線上課程平台取得課程證書，平台將另行收費，例如 Coursera），由教務處以通過、不通過方式在成績單登記為選修學分。</p> <p>無法入境學生專屬線上課程選課平臺與相關說明，請點選網址： https://eportfolio.ntu.edu.tw/EntryApply/index.aspx <u>研究生請勿選修本線上課程</u>，並請洽指導教授修讀專題研究或專題討論。</p>	<p>學士班選課相關： 教務處註冊組 莊股長 3366-2388#204</p> <p>碩博士班選課相關： 教務處研教組 車股長 3366-2388#402</p> <p>遠距課程開授規範： 教務處課務組 王股長 33662388#302</p> <p>遠距教學技術諮詢： 教務處數位學習中心 張副組長 33663367#580</p> <p>線上課程選課平臺： 教務處資訊組 賴程式設計師 33662388#609</p>
<p>四、我如何知道所修習的課程，授課教師有意願提供彈性修讀措施？</p>	<p>1. 學生可直接與授課教師洽詢是否願意提供遠距方式彈性上課；或參考下列名單之課程，並與開課單位或授課教師再確認。(本校遠距課程清單)(國立臺灣科技大學遠距課程清單)(國立臺灣師範大學遠距課程清單)</p> <p>2. 若學生已選修之課程，授課教師無法提供遠距彈性修讀措施時，請於全校加退選階段退選（3月16日上午8時前）並改選其他適合之課程（最晚3月20日前）。</p>	<p>遠距課程開授規範： 教務處課務組 王股長 33662388#302</p> <p>學士班選課相關： 教務處註冊組 莊股長 3366-2388#204</p> <p>碩博士班選課相關： 教務處研教組 車股長 3366-2388#402</p>

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五、我因不知何時得以入境，如需申請休學，該如何辦理？最遲必須在何時之前提出休學申請？如何退學雜費？	<p>1. 中港澳及受疫情影響學生因暫緩入境，故休學僅須完成 myNTU 線上休學申請，休學原因請選擇「受疫情影響休學」，<u>不須印出紙本</u>或委託代理人跑休學流程，逕由註冊組或研教組專案受理。如研究生因故無法於網路申請休學，請上網下載休學申請書填妥回傳研究生教務組即可。已繳費註冊者，至遲請於期末考前提出休學申請，此休學記錄將不列入休學累計期數計算。</p> <p>2. 學生因無法入境於開學後休學者，本校將視情況專案給予退費。</p>	<p>學士班： 教務處註冊組柯股長 3366-2388#203</p> <p>碩博士班： 教務處研教組車股長 3366-2388#402</p>
六、若疫情於本學期結束前減緩，中港澳學生准許入境，原已休學之學生能否申請復學？	<p>學士班： 學生可專案申請復學，惟在學的要件包含「完成註冊繳費」以及「選課」。若學期中同學回臺無法找到適合課程加選，108-2學期仍不得申請復學。</p> <p>碩、博士班： 得專案申請復學，不受選課與否限制。</p>	<p>學士班： 教務處註冊組柯股長 3366-2388#203</p> <p>碩博士班： 教務處研教組車股長 3366-2388#402</p>
七、無法入境之學生，影響到實習、畢業時程，該怎麼辦？	<p>學生若因本次疫情無法來臺就學者，學校將視情況延長修業年限。</p>	<p>學士班 教務處註冊組藍股長 3366-2388#206</p> <p>碩博士班： 教務處研教組田股長 3366-2388#405</p>
八、我因本次疫情影響無法入境，請問108-2學期該如何提出學位考試申請？	<p>研究生若已修畢學分及系所其他規定，請於網頁申請學位考試，經系、所、學位學程同意後，口試得以視訊方式進行並全程錄影存檔。</p>	<p>教務處研教組田股長 3366-2388#405</p>
九、若我已符合畢業資格，但受本次疫情影響無法入境，學位證書將如何領取？	<p>學士班： 學生可以彈性辦理畢業離校手續及領取學位證書（通訊、延後或委託他人）。</p> <p>碩、博士班： 1. 畢業生可委託他人於期限前至圖書館繳交論文，離校手續可通訊、延後或委託他人來校辦理。 2. 108-1學期畢業研究生論文繳交期限延至109年3月2日止。</p>	<p>學士班 教務處註冊組藍股長 3366-2388#206</p> <p>碩博士班： 教務處研教組田股長 3366-2388#405</p>

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十、因疫情無法入境之學生若有相關問題，是否有輔導協助機制？	學生可逕洽所屬系、所、學位學程辦公室，或洽前揭相關業務單位承辦人詢問。	

National Taiwan University Studying Measures in Response to the Severe Acute Respiratory Syndrome Coronavirus 2 (2019 Novel Coronavirus COVID-19): Q&A for Chinese, Hong Kong, Macao, and Other Students Temporarily Suspended from Entry for the Second Semester of the Academic Year 2019/2020

Issue: 2020.02.15 Last modified date:2020.03.02

Question	Reply	Processing Unit /Contact Information
<p>I. For China, Hong Kong, and Macao degree students or others affected by the epidemic and cannot enter the country, how should one proceed for registration and payment? How would the tuition and miscellaneous fees be calculated?</p>	<ol style="list-style-type: none"> 1. If the student is unable to come to school and attend class due to the epidemic, they can postpone payment of the tuition and miscellaneous fees. NTU will handle registration and payment matters flexibly depending on the situation of the student's studies. If the student decides to apply for leave of absence for the second semester of the academic year 2019/2020, the fees do not need to be paid. 2. If the student can successfully attend class (for example, through distance learning courses, discussion of dissertation with the professor, or take exams through video conference), then there is no need to take leave. NTU will determine the payment amount according to the final result of the course selection: undergraduate students only need to pay the credit fees. Master and doctoral students only need to pay the base of tuition and miscellaneous fees (student insurance fee, service fee for information networking infrastructure, overseas Chinese and Chinese student related insurance will be calculated separately). For details of the tuition and miscellaneous fees for each degree program in the academic year 2019/2020, please see: https://ntuinfo.ntu.edu.tw/pdf/fee_total108.pdf 3. Undergraduate students who have paid the registration fee in full can be partially refunded the tuition fee and miscellaneous fee by Undergraduate Academic Affairs Division. For students who have not paid the registration fee, please pay the credit fees according to instruction from your billing statement between April 13th to April 24th. 4. <u>Graduate students are required to make the payment before March 20th. For undergraduate student</u>, NTU need to remit your Overseas Chinese 	<p>Registration and Fees Payment:</p> <p>For undergraduate students: Subsection Chief Zhuang, Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#204</p> <p>For graduate students: Subsection Chief Che, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#402</p> <p>Overseas Chinese Student Health Insurance: Senior Clerk Wu, Overseas Students Advising Division 33663232#13</p> <p>Chinese Students Commercial Medical Insurance: Associate Manager Huang, Overseas Students Advising Division 33663232#14</p>

Question	Reply	Processing Unit /Contact Information
	<p>Student Health Insurance or the Chinese Students Commercial Medical Insurance to National Health Insurance Administration and the commercial insurance corporation. Therefore, <u>please make all fees in your tuition billing statement before March 20th</u>. If you have not make your payment, please contact other students to assist you in payment.</p>	
<p>II. I have not applied for leave of absence, but I could not come to Taiwan to study because of the epidemic. How do I protect my rights with regards to the course selection, course attendance, and grades?</p>	<ol style="list-style-type: none"> 1. For students who are unable to come to school to attend class due to COVID-19 this semester, their course selection will not be restricted by minimum course credits. 2. To ensure the quality of students' learning under these circumstances, NTU will provide supplementary flexible measures as necessary, such as synchronous and asynchronous learning online digital courses, to assist students in taking the courses. These measures may include online learning and online assignment submission through digital learning platforms. 3. The course instructor is required to adjust the scoring method or provide remedial measures for the individual students under these special circumstances. 	<p>For undergraduate students: Subsection Chief Zhuang, Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#204</p> <p>For graduate students: Subsection Chief Che, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#402</p>

Question	Reply	Processing Unit /Contact Information
<p>III. I cannot come to Taiwan to study because of the epidemic. Are there flexible distance learning methods available for me to take classes?</p>	<ol style="list-style-type: none"> For students who are currently unable to enter the country due to the epidemic, please contact the course instructor to discuss whether the selected course can be attended remotely. NTU can provide technical support such as lecturer class recording and asynchronous digital course platforms. Besides, NTU and NTUST have announced courses lists with asynchronous or synchronous online learning. Please refer to the links below. (NTU) (NTUST) We suggest students consult the instructor before course selection. The Digital Learning Center of the Office of Academic Affairs provides comprehensive support on asynchronous and synchronous distance teaching for lecturers and students, including course recording software, teaching hardware/facilities, account application for video conferencing software (U Meeting), and NTU COOL digital teaching platform. For more information: https://www.dlc.ntu.edu.tw/2020/02/06/superkit/ Undergraduate students can take the online open courses provided by their school on the NTU System. Students must take courses with at least 1 credit, or a combination of courses that offers a minimum of 1 credit. After completing the course, the student must prepare the relevant course scores or course certifications (course certification is available on some of the online course platforms, the certificate will be charged separately by the platform, e.g. Coursera). The Office of Academic Affairs will register the course credit on the transcript as pass or fail. Exclusive online course selection platform for students unable to enter the country, website: https://eportfolio.ntu.edu.tw/EntryApply/index.aspx 	<p>Regarding course selection:</p> <p>For undergraduate students: Subsection Chief Zhuang, Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#204</p> <p>For graduate students: Subsection Chief Che, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#402</p> <p>Regarding distance learning course set-up: Subsection Chief Wang, Curriculum Division, Office of Academic Affairs 33662388#302</p> <p>Technical consulting on distance learning course: Division Section Director Chang, Digital Learning Center, Office of Academic Affairs 33663367#580</p> <p>Exclusive online course selection platform for students unable to enter the country: Systems Designer Lai, Computer Information Management Division, Office of Academic Affairs 33662388#609</p>
<p>IV. How do I find out if the course instructor is willing to provide flexible learning measures for the course I am taking?</p>	<ol style="list-style-type: none"> Students can inquire directly with the course instructors or refer to the list below to check if they are willing to offer flexible distance learning courses. (List for distance course from NTU) (List for distance course from NTUST) 	<p>Regarding distance learning course set-up: Subsection Chief Wang, Curriculum Division, Office of Academic Affairs 33662388#302</p>

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	<p>2. If the student has already selected a course, but the lecturer is unable to provide flexible distance learning measures, please drop the course and change to other suitable courses during the NTU course add/drop period (latest by March 20th, 2020).</p>	<p>Regarding course selection:</p> <p>For undergraduate students: Subsection Chief Zhuang, Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#204</p> <p>For graduate students: Subsection Chief Che, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#402</p>
<p>V. I am not sure when I will be able to enter the country again. If I need to apply for leave of absence from my studies, what do I need to do? When is the latest that I can apply for leave of absence? How do I get a refund for the tuition and miscellaneous fees?</p>	<p>1. For China, Hong Kong, and Macao, or other students affected by the epidemic and need to delay their entry into the country, to apply for leave of absence from their studies, they only need to complete the online leave-taking application on myNTU. For the reason of leave-taking, please select “Study affected by the epidemic”. There is no need to print out a physical copy or entrust another person on your behalf to complete the leave-taking process. The application will only be processed by the Undergraduate Academic Affairs Division or Graduate Academic Affairs Division on a per case basis. If for some reason, a graduate student is unable to apply for leave of absence online, please go online and download the Application for Leave of Absence form, then complete and return the form to the Graduate Academic Affairs Division. For those who have already paid the fees and registered, please submit the application for leave of absence before the final examination at the latest. This leave of absence record will not be included in the cumulative number of leaves.</p> <p>2. For students who are unable to enter the country and have applied for leave of absence after the start of the academic year, NTU will refund the fees according to the situation.</p>	<p>For undergraduate students: Subsection Chief Ke, Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#203</p> <p>For undergraduate students: Subsection Chief Che, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#402</p>

Question	Reply	Processing Unit /Contact Information
<p>VI. If the epidemic recedes before the end of the semester, and Chinese, Hong Kong and Macao students are allowed to enter the country, can the students who are on leave of absence apply for recommencement of studies?</p>	<p>Students can apply for reinstatement of studies on a per case basis. However, requirements for reinstatement include “completed registration and payment” and “course selection”. If the student is unable to find suitable courses during the mid- to end of semester period, the student will not be allowed to apply for reinstatement of studies for the second semester of the academic year 2019/2020.</p>	<p>For undergraduate students: Subsection Chief Ke, Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#203</p> <p>For undergraduate students: Subsection Chief Che, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#402</p>
<p>VII. If the student cannot enter the country and it affects the internship or graduation schedule, what should be done?</p>	<p>If the student cannot come to Taiwan to study because of the novel coronavirus epidemic, NTU will extend the period of study according to the situation.</p>	<p>For undergraduate students: Subsection Chief Lan, Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#206</p> <p>For undergraduate students: Subsection Chief Tian, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#405</p>
<p>VIII. I am unable to enter the country due to the epidemic. How do I apply for the degree examination for the second semester of the academic year 2019/2020?</p>	<p>For graduate students who have completed the credits and other requirements of the institute, please apply for the degree examination via the webpage. After the approval of the institute or degree program, the oral examination can be conducted via video conference and the entire process will be recorded for archiving.</p>	<p>Subsection Chief Tian, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#405</p>
<p>IX. If I am eligible for graduation but cannot enter the country due to the epidemic, how will I receive my degree diploma?</p>	<p>Undergraduate Students: Students have a number of options for the graduation and leaving procedures, and to obtain the degree diploma (through mail, postponement, or entrusting another person on their behalf).</p> <p>Master's Degree or PhD Students: 1. Graduates can entrust another person to submit their thesis on their behalf to the library before the deadline. The leaving procedures can be conducted via mail, postponed, or entrusted to another person to handle the procedures at school on their behalf. 2. For the first semester of the academic year 2019/2020, the submission deadline of the graduate thesis has been extended to March 2nd, 2020.</p>	<p>For undergraduate students: Subsection Chief Lan, Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#206</p> <p>For graduate students: Subsection Chief Tian, Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#405</p>

Question	Reply	Processing Unit /Contact Information
X. For students who cannot enter the country due to the epidemic, if they have any related questions, is there a counselling and assistance mechanism available?	Students can contact their department, institute, or degree program office, or contact the above responsible persons of the relevant processing units for queries.	