

【教學及學生申辦業務請務必配合防疫措施辦理】

修正日期：110/5/21

因臺北市及新北市已有多起染疫個案，且持續增加中，疫情已是警戒標準的第三階段，除校方已於5月14日發布本校各項防疫措施以茲因應外，有關教學及學生申辦業務相關因應措施，請各單位務必配合辦理：

- (1) 5月17日起至本(109-2)學期結束，本校所有課程(含期末考)全面採用遠距或線上方式辦理。教師可善用學校新一代數位教學平台NTU COOL，上傳課程影片進行非同步之遠距教學及進行線上測驗。有關期末考評量方式，本校提供在家線上測驗、線上口頭報告及互評或線上實作演練等彈性辦理形式，請參閱附檔，並請老師預作準備，務必遵守防疫規範。
- (2) 教務處原先各項需透過授課教師、導師、指導教授、系所及其主管等親簽之文件，包含停修、休學、輔雙等臨櫃業務，改採變通方式辦理。學生得透過e-mail附帶已填妥之相關表單及/或檔案，寄送該表單給老師及承辦單位，以老師及承辦單位同意之e-mail取代簽名後，再由申請學生將e-mail轉寄所屬教務單位承辦同仁。惟仍依各項申請規定之截止時間辦理。
- (3) 碩博士生學位考試得以視訊方式進行。遠距口試的委員仍將致送口試費用，但不得請領車馬費。委員簽名可採電子簽名。

※教務處註冊組承辦人員資訊：

http://www.aca.ntu.edu.tw/reg/sections_detail.asp?id=2

下列各院、系學士班學生，請mail給教務處註冊組承辦人：

- (1) 文、理、社、工、生物資源暨農、管理、電機資訊、法律、生命科學院。
- (2) 醫學院：護理系一年級、除學士後護理學系外其他系一、二年級。
- (3) 公共衛生學院一年級。

※教務處課務組承辦人員資訊：

http://www.aca.ntu.edu.tw/curri/cur_staff.asp?id=2

※教務處研究生教務組承辦人員資訊：

http://www.aca.ntu.edu.tw/gra/sections_detail.asp?id=2

下列各院、系 (所) 之碩、博士班研究生，請 mail 給教務處註冊組承辦人：
文、理、社會、工、生物資源暨農、管理、電機資訊、法律、生命科學院。

※醫學院教務分處承辦人員資訊：

http://www.aca.ntu.edu.tw/macd/sections_detail.asp?id=2

下列學生請 mail 給教務處註冊組承辦人：

- (1) 醫學院：學士後護理學系所有學生；護理系學士班二年級以上及其他系三年級以上學生；各系 (所) 研究生。
- (2) 公共衛生學院：公衛系學士班二年級以上學生及各系 (所) 研究生。

※教務處數位學習中心承辦人員資訊：

錄製課程相關諮詢 / 33663367#566、563、586

NTU COOL 數位教學平台 / 33663367#598、33663366#25580

數位 TA 申請 / 33663367#584

U Meeting、U Webinar / 33663367#532

若老師在教學數位化上有任何問題，請參考數位學習中心專頁
(<https://www.dlc.ntu.edu.tw/superkit/>)

Teaching and students' application please cope with epidemic procedures

May 21, 2021

Due to a rapid escalation in the number of COVID-19 cases in Taipei City and New Taipei City recently, the epidemic situation is now approaching Alert Level 3 (orange light). In response to this urgency, the University is asking all academic and administrative units to comply with the following preventive measures:

- 1) Starting May 15th, all classes will be switched to remote-only instruction for the rest of the spring semester. Instructors can upload their lecture videos to NTU COOL. Since the epidemic is escalating, the alternative to on-site final exam for assessing students' learning outcome is strongly recommended and planned in advance. The University provides mechanisms for conducting online testing, online oral reporting, peer assessment and online drills. Please refer to the attached document in preparation for such eventualities.
- 2) To prevent the epidemic, all application forms with review and/or signature from course instructors, mentors, advisors, and/or supervisors of departments/graduate institutes/degree programs (Course Withdrawal, Leave of Absence, Dropping Double Major and/or Minor Study etc. are included) can be replaced with flexible application procedures. Students can mail to the person and/or unit in charge with application form as attachment. If they approve your application, please forward this approved mail to the according unit of Office of Academic Affairs [note]. Late submissions will not be accepted.
- 3) **Graduate students can take their master's or Ph.D. thesis/dissertation defense through the video conference. The signature of the committee member can be replaced by an electronic scan. The committee members who use the video method to conduct the master's or Ph.D. thesis/dissertation defense are allowed to apply for their attendance fee, but not allowed to apply for their travel allowance.**

[NOTE] Students affiliated in the following units shall mail to the Branch Office of Academic Affairs of the College of Medicine: Second Degree Bachelor of Science in Nursing (all students), Department of Nursing (sophomores and above), other undergraduate departments of the College of Medicine (juniors and above) and Department of Public Health (sophomores and above); other undergraduate students shall mail to Undergraduate Academic Affairs Division. Graduate students of the College of Medicine and the College of Public Health shall mail to the Branch Office of Academic Affairs of the College of Medicine; graduate students from other colleges shall mail to Graduate Academic Affairs Division.

Undergraduate Academic Affairs Division :

http://www.aca.ntu.edu.tw/eaca/reg/sections_detail.asp?id=2

Curriculum Division :

http://www.aca.ntu.edu.tw/curri/cur_staff.asp?id=2

Graduate Academic Affairs Division :

http://www.aca.ntu.edu.tw/eaca/gra/sections_detail.asp?id=2

Branch Office of Academic Affairs of the College of Medicine :

http://www.aca.ntu.edu.tw/eaca/macd/sections_detail.asp?id=2

Center for Teaching and Learning Development & Digital Learning Center:

Digitalizing your courses 33663367#566 、 583

NTU COOL 33663367#598 、 580

Application for teaching assistants for digital courses 33663367#584

U Meeting/ U Webinar 33663367#532

If there is any problem, you can refer to ntu-dlc's website

(<https://www.dlc.ntu.edu.tw/superkit/>) for help.

Thank you again for your ongoing commitment to our campus and our mission during this time of challenges and change. We will find a way forward, and a way to be together again as a community in the nearer future.