

中原大學因應「嚴重特殊傳染性肺炎」疫情學生安心就學措施
Chung Yuan Christian University Carefree Study Measures in response to
Severe Special Infectious Pneumonia

109.02.05 訂定
 109.02.14 修訂
 109.08.17 修訂
 109.08.31 修訂
 110.08.23 修訂

類別 Category	就學措施 Measures
一、實施對象 Effective to	因「嚴重特殊傳染性肺炎」疫情管制，無法如期返校就讀之學生。 Students are unable to return to school as scheduled due to the [Severe Special Infectious Pneumonia] outbreak.
二、註冊繳費 Registration and Tuition Fees	1. 註冊：完成繳費及選課作業，即視同已註冊。 Registration: You will be seen as registered once you have paid the tuition and selected courses. 2. 繳費：Payment (1) 繳費期限延長至 9 月 29 日，屆時若仍無法繳交者，舊生予以休學處理，新生予以刪除學籍處理。 The deadline of tuition payment will be postponed until 29th September. Students who do not complete payment as scheduled will be viewed as withdrawn. Freshmen will be struck off the school roll. (2) 修課若未達最低應修學分數，得依修習學分數繳交學分費，毋需繳交全額學雜費。 Students whose number of credit is below minimum are required to pay credits fee but not full tuition. (3) 無法返校就讀之學生免收「電腦及網路通訊使用費」、「語言實習費」及「體育設施使用費」。 Students who are unable to return to school will be no charge for "computer and internet communication fees" , "language internship fees" and "arts facilities fees" .
三、選課 Course Selection	1. 學生不受每學期最低應修科目學分數限制。 Students are not subject to university policies on minimum credit for this semester. 2. 學生依選課規定時間，於學校選課系統進行選課作業。 Students in accordance with the prescribed time for the selection of courses, please use school system to select courses.

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	<p>3. 校際選課不受本校校際選課未開授課程及修讀課程學分數之限制。 Cross-campus course selection is not restricted by the unscheduled cross-campus courses and credits of this university.</p> <p>4. 秉持彈性修課原則，經學系同意，無法如期返校就讀之學生在教育部承認的大陸或國外學校修課，取得成績後，皆可承認。 Students can take courses from Mainland Chinese schools or foreign school recognized by the Ministry of Education under the approval of their department.</p>
<p>四、修課方式 Taking courses</p>	<p>1. 授課教師針對無法如期返校就讀之學生依據課程屬性、資源適時安排「同步」與「非同步」線上教學。 The instructor arranges "synchronized" and "non-synchronized" online teaching in a timely manner for students who are unable to return to school as scheduled, based on course attributes and resources.</p> <p>2. 線上教學得使用「Cisco Webex」、「Microsoft Teams」、「WeChat」、「Line」、「Facebook」、「Google Classroom」、「Evercam」、「錄播教室」等視訊軟體與錄播工具，並提供線上教材、影音檔案或連結於本校「i-learning 教學平台」，並設計線上討論、作業或測驗等學習活動。 Online teaching accepts the application programs like "Cisco Webex", "Microsoft Teams", "WeChat", "Line", "Facebook", "Google Classroom", "Evercam", "recording classroom" etc. Also provide online teaching materials, audiovisual files or link on "i-learning teaching platform", and design learning activities such as online discussions, homework or quizzes.</p> <p>3. 環境服務學習課程，學期成績考核以繳交報告方式為之。 Environmental service learning courses will submit reports for final assessment.</p>
<p>五、考試成績 Examination & Grades</p>	<p>1. 授課教師得視課程性質，彈性調整成績評定方式，以補考或其他補救措施處理科目成績，補考成績並按實際成績計算。 Tutors have discretionary power over making necessary adjustments to grading methods and criteria (e.g. retest or other remedial measures.) Retest scores should be calculated based on actual results.</p>

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	<p>2. 學位考試申請截止日期，得彈性調整延後一個月，口試方式亦得採視訊方式為之，並應全程錄影存檔；但口試仍應於本學期結束前完成。</p> <p>Application deadline for degree examination can be extended by one month. Oral tests can be held by video call and must be fully recorded, but should still be completed before the end of this semester.</p>
<p>六、學生請假 Leave of absence</p>	<p>無法如期返校就讀之學生名單新生由國際處造冊、舊生由境外學生輔導組造冊，分送課註組、開課單位，據以轉知授課教師提供線上教學，且不受學校缺課被扣考、勒令休學規定之限制</p> <p>The list of affected freshman students are compiled by the International, and the list of affected present students are compiled by Mainland Students Advising Division. The lists shall be sent to the Curriculum and Registration Division and each department, to inform the instructors provide online teaching. Students on the list are excused from suspension or other penalizing measures for their absence.</p>
<p>七、休學及延長修業年限 Withdrawal from school and extension of study period</p>	<p>1. 休學申請 Application for withdrawal 學生得檢具證明文件或佐證資料，以通訊方式申請休學，並得委託他人辦理相關作業。辦理休學時間彈性延長至學期考試結束日，得再延長休學二年；休學期限屆滿仍無法復學者，得視個案需求，專案延長休學期限。</p> <p>Students can apply for withdrawal by telephone, correspondence or appointing a deputy. Application deadline will be postponed until the end of final exam and withdrawal period can be extended by two years. For those who fail to resume schooling on time, the university will consider individual needs and permit extended withdrawal if necessary.</p> <p>2. 延長修業期限 Extension of study period 本學期修業年限已屆滿，仍無法修畢應修科目學分者，得再延長二年；屆時尚未能如期修畢，得視個案需求，專案延長修業年限。</p> <p>If graduating students do not gain enough credits by their expected graduation time, their study period can be extended by two years at most; if still unfulfilled by then, the university will consider individual needs and permit extended terms if necessary.</p>

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八、畢業資格 Graduation qualifications	<ol style="list-style-type: none"> 1. 英文畢業門檻由語言中心另行訂之。 The English graduation requirement is set separately by the Language Center. 2. 其它畢業門檻，由開課單位訂定替代方案，專案簽請教務長同意後辦理。 Course units will introduce alternative measures for other graduation requirements. The measures are only effective upon the Academic Dean' s approval. 3. 尚未繳交學位論文或完成畢業離校手續者，得視其個人意願，以通訊、延後或委託他人等彈性方式，辦理畢業離校手續及領取學位證書。 Students who have not yet submitted their degree papers or completed the procedures of leaving school can complete them and obtain their certificate by telephone, correspondence, requesting a postponement, or appointing a deputy.
九、資格權利保留 Retainment of status	<p>已申請到雙聯學位、交換生等資格者，國際暨兩岸教育處將提供協助，洽雙聯學位學校或交換學校辦理保留事宜；惟是否保留，悉依照對方學校規定。</p> <p>For successful applicants of Joint Degree Programs or Exchange Programs, the Office of International Affairs will assist in contacting partner institutions to retain your offer of admission. However, retainment is not guaranteed until consent of the partner institution.</p>
十、學校相關輔導 機制 Student Guidance and Counselling	<ol style="list-style-type: none"> 1. 生活關懷：導師、授課教師建立導生、師生通訊群組，定期連絡，以關切學生生活與學習狀況。 Life Care: Tutors and instructors will create chat groups to stay in touch with students and keep track of their lives and studies. 2. 學習輔導：教學助理運用本校 i-learning 教學平台，提供課業諮詢輔導及線上討論，或採用通訊平台以直播或錄影方式協助學習。 Study guidance: Teaching assistants will provide homework counseling and hold online discussions with the university' s [i-learning] platform , or adopt other media to assist learning through live streaming or video recording. 3. 維護學生隱私：本校處理無法如期返校就讀之陸生、港澳學生及其他學生就學事宜，悉依相關規定辦理，並注意個人資料保護事宜。 Protect student privacy: All procedures will be dealt with as per regulations, and personal information will be protected and used only with the necessary scope of specific purposes.

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十一、核定程序 Approved procedure	本措施經校長核定後辦理，修訂時亦同。 This measure is approved by the president, it is also authenticated when the measure is revised.