

國立臺灣科技大學因應「新型冠狀病毒肺炎」疫情學生安心就學措施

109 年 2 月 25 日第 584 次行政會議修訂並經校長簽奉核定

109 年 6 月 23 日第 588 次行政會議通過

一、訂定依據

依據大學法第 28 條之規定，學生修業及其他與學籍有關事宜，由大學列入學則，報教育部備查。復依本校學則第 51 條規定，本校學生突遭經教育主管機關認定之重大災害，有關學生註冊、繳費及選課、請假、成績考核及學分抵免、休學、退學、復學、退費及修業期限與畢業資格條件等彈性修業機制之處理，依據本校維護突遭重大災害學生學習權益處理要點辦理。

二、實施對象：本校陸生、港澳學生及其他境外學生因疫情影響無法返臺就學者。

三、因應「新型冠狀病毒肺炎」疫情至今持續延燒不退，為維護全體學生就學權益，使其能安心就學，避免因受災無法完成學業，特依據「國立臺灣科技大學維護突遭重大災害學生學習權益處理要點」及教育部函臺教高通字第 1090015755 號之安心就學措施，特訂定「國立臺灣科技大學因應『新型冠狀病毒肺炎』疫情學生安心就學措施」，針對學生所遭遇之困難提供妥適之協助。

四、為提供學生安心就學相關協助，本校教務處於註冊組及研教組各設置單一窗口，分別答覆及受理大學部及研究所學生相關疑問與申請。有申請需求之學生於填妥申請書後，請 E-mail 至教務處聯絡人電子信箱，本校將儘速處理後續作業。

【教務處聯絡人】

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五、安心就學措施

類別 Category	安心就學措施 Measures Taken	承辦單位 Office in Charge
1. 註冊 Tuition	學生得以通訊方式檢具相關證明，辦理申請延後註冊程序，並得委託他人辦理相關作業。 Students may apply for tuition deferment plan if valid proofs are provided either in person or by proxy.	大學部：註冊組 研究所：研教組 Undergraduate students: Section of the Registrar Graduate students:

類別 Category	安心就學措施 Measures Taken	承辦單位 Office in Charge
		Section of Graduate Studies
2.選課 Course Selection	<p>須檢具相關證明，選課得不受每學期最低應修科目及學分之限制(本校學則規定一至三年級以16學分為修習學分下限，四年級以9學分為下限)。</p> <p>If valid proofs are provided, students may take fewer credits than the minimum course credit requirement (According to NTUST General Academic Regulations: the minimum number of credits required each semester for year 1-3 students is 16; for year 4 students, a minimum of 9 credits is required each semester)</p>	註冊組 Section of the Registrar
3.繳費 Payment	<p><u>(1) 大學部學生依所修學分數繳交學分費，金額至多不超過全額學雜費。</u></p> <p><u>Undergraduate students should pay credit fees based on the credit number they take, but the maximum amount of money will not exceed the total tuition fees.</u></p> <p><u>(2) 碩、博士班學生僅需繳交學雜費基數。</u></p> <p><u>Graduate students only need to pay basic tuition fee.</u></p>	大學部：註冊組 研究所：研教組 Undergraduate students: Section of the Registrar Graduate students: Section of Graduate Studies
4.修課方式 Methods of Taking Courses	<p>各系所得以彈性措施(如同步或非同步之遠距教學)協助學生修讀課程，必要時得規劃於暑假期間進行補課。</p> <p>Each departments/graduate institute may implement flexible measures (e.g. synchronous/asynchronous distant teaching) to help students participate in the courses, and may</p>	就讀系所 Department/Graduate Institute

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	plan make-up sessions during summer vacation if it's necessary.	
5.缺課請假 Asking for Leave	<p>學生得檢具相關證明，以通訊方式辦理請假手續，並得委託他人辦理，不受缺課扣考、勒令休學規定限制。</p> <p>Students may apply for leave either in person or by proxy via email, fax, or post if valid proofs are provided.</p>	學務處 Office of Student Affairs
6.成績考核 Grading Evaluation	<p>各系所得依科目性質，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。</p> <p>Each departments/graduate institutes may make adjustment for the evaluation criteria based on the nature of the course, and hold makeup exams or offer other remedies for grades. The grade recorded for the makeup exam will be the actual grade.</p>	就讀系所 Department/Graduate Institute
7.學分抵免 Credit Transfer	<p>學分抵免之審查作業為學生就讀系所之權責，請學生於修課前，將修課學校及所修課程相關資料(含課程大綱等)，提供所屬系所審查。經就讀系所核可後，再行修讀，完成課程修習後，次學期得依規定申請學分抵免。</p> <p>Departments/graduate institutes are responsible for credit transfer evaluation. Before taking courses, students shall provide information of the universities that offer courses and the course details (including the course syllabus) to their departments/graduate institutes for evaluation. Students are strongly advised to get the approval</p>	就讀系所 Department/Graduate Institute

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	<p>from their department/graduate institute before taking courses. Students may apply for credit transfer in the following semester in accordance with related regulations after completing the courses.</p>	
<p>8. 休學 Leave of Absence</p>	<p>(1) 學生得以通訊方式申請休學及檢具相關證明補辦程序，並得委託他人辦理相關作業，毋須註冊及繳納相關學雜費用，且不受行事曆規定學生申請休學截止日期之限制。 Students may apply for leave of absence by email, post, or fax, and finish the procedures afterwards either in person or by proxy if valid proofs are provided. Students are not required to pay the tuition and other related fees, and the application time for leave of absence is not limited by the schedule announced in Academic Calendar</p> <p>(2) 休學期限屆滿仍無法復學者，得予專案延長休學期限。 Students who have reached the end of maximum leave of absence but are still not able to resume their study, may apply for the extension of leave of absence.</p> <p>(3) 休學期間如有就近修課之特殊需求，得經系所同意後，可至教育部認可名冊所列之學校修習課程，包含港澳地區、大陸地區及其他國家。跨校修習課程取得之學分，得依本校學分抵免辦法規定申請學分抵免。</p>	<p>大學部：註冊組 研究所：研教組 Undergraduate students: Section of the Registrar Graduate students: Section of Graduate Studies</p>

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	<p>Students who have special needs to take courses nearby during the leave of absence and have got the approval from their department/graduate institutes may take courses from the universities on the Reference List of Universities by Ministry of Education, including schools in Hong Kong & Macao, Mainland China, and other countries.</p> <p>Students may apply for transferring those credits in accordance with NTUST Credit Transfer Regulations.</p>	
<p>9.退學 Withdrawal</p>	<p>就讀系所得審酌學生身心狀況及學習需要，使學生不受學業成績不及格退學規定限制。</p> <p>The department/graduate institute may evaluate the student's physical condition, mental condition, and study needs, and further allow the student not object to the regulations that students should be expelled due to failed courses.</p>	<p>大學部：註冊組 研究所：研教組 就讀系所</p> <p>Undergraduate students: Section of the Registrar Graduate students: Section of Graduate Studies Department/Graduate Institute</p>
<p>10.休退學退費 Tuition Refund due to Leave of Absence or Withdrawal</p>	<p>已繳費者，得退回相關學雜費用，不受學生休、退學時間點限制。</p> <p>Students who have paid the tuition may get corresponding refund, and the application time it's not limited to the schedule announced in Academic Calendar.</p>	<p>大學部：註冊組 研究所：研教組 出納組</p> <p>Undergraduate students: Section of the Registrar Graduate students: Section of</p>

類別 Category	安心就學措施 Measures Taken	承辦單位 Office in Charge
		Graduate Studies Cashier
11. 修業期限 Period of Study	<p>若學生修業期限屆滿仍無法修畢應修科目學分者，得以專案申請延長修業期限。</p> <p>Students who couldn't complete the required course credits within the designated period of study may apply to extend their period of study.</p>	<p>大學部：註冊組 研究所：研教組</p> <p>Undergraduate students: Section of the Registrar Graduate students: Section of Graduate Studies</p>
12. 學位論文 Thesis	<p>若經指導教授同意，可改以通訊方式與指導教授討論論文撰寫內容。</p> <p>With the advisor's approval, students may discuss the thesis content with their advisors distantly.</p> <p>若無法回臺參與口試，可與系所聯絡，經系所及指導教授同意，專案簽請教務長核准後，可採視訊方式辦理。</p> <p>Students may contact their departments/graduate institutes if they are not able to return to Taiwan to take the thesis defense examination. After getting the approval from the department/graduate institute, the advisor, and the Dean of Office of Academic Affairs, students may take the thesis defense examination via online video meeting.</p>	<p>研究所：研教組</p> <p>Graduate students: Section of Graduate Studies</p>
13. 畢業資格條件 Graduation Requirements	<p>(1) 畢業應修科目學分</p> <p>Required Courses and Credits</p> <p>就讀系所得依課程之科目性質，酌情調整課程(如實習、體育及服務學習)之學習內涵及學習時數。</p>	<p>就讀系所</p> <p>Department/Graduate Institute</p>

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	<p>The department/graduate institute may make a discretionary adjustment to the content and teaching hour of courses (e.g., intern, PE course, and Service Learning) based on the nature of the course.</p> <p>(2)其他畢業資格條件 Other Graduation Requirements 就讀系所得放寬學生畢業資格條件(如英文檢定、證照考試)，提供學生替代方案。 The department/graduate institute may relax the graduation requirements and offer alternatives.</p>	
14.住宿與學務 Dormitory and Student Affairs	<p>學生在此期間於住宿之相關個人用品原則上維持不變，或可要求告知學務處生活輔導組或宿管中心給地址後，由學校統一寄回。在此期間或期間結束後自身在學務方面有任何問題，可直接與學務處聯絡。</p> <p>Personal belongings will be kept in the dormitory room. Students may give their mailing address to Student Assistance Division or Dormitory center and the school would send it back. If students have any problems regarding student affairs, they can directly contact the Office of Student Affairs.</p>	學務處 Office of Student Affairs