

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]

類別 Category	就學措施 Measures
<p>一、實施對象 Effective to</p>	<p>因「嚴重特殊傳染性肺炎」疫情，無法如期返校就讀之陸生、港澳學生及其他學生。 Mainland China, Hong Kong and Macau students who are unable to return to school as scheduled due to the [Severe Special Infectious Pneumonia] outbreak.</p>
<p>二、註冊繳費 Registration and Tuition Fees</p>	<p>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.</p> <p>2. 繳費：Payment (1)繳費期限延長至 4 月 10 日，屆時若仍無法繳交者，予以休學處理。 The deadline for tuition payment will be postponed until 10th April. Those who fail to complete payment by then will be viewed as withdrawn.</p> <p>(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.</p>
<p>三、選課 Course Selection</p>	<p>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.</p> <p>2. 加退選機制 Add/drop course (1) 須填寫「108 學年度第 2 學期安心就學加退選申請單」，不得透過「選課系統」，以避免佔用一般生選課名額。 Please fill in the “Add/drop course application form for 108-2 Carefree Study” instead of using the “System of Course Selection” to avoid occupying course quotas reserved for general students.</p> <p>(2) 加退選網址：<a href="https://reurl.cc/31gGKI">https://reurl.cc/31gGKI</a> Add/drop course link: <a href="https://reurl.cc/31gGKI">https://reurl.cc/31gGKI</a></p> <p>(3) 選課日程：Course selection schedule A. 自即日起，惟因配合授課教師需有充裕時間製作線上教材，至 2 月 23 日止。</p>

Course selection opens as from today until 23<sup>rd</sup> February so that tutors have adequate time to prepare online teaching materials.

B. 3 月 3 日 22 時起至 3 月 10 日 8 時止為辦理第二階段加退選。如欲加選，僅侷限於 2 月 23 日前已有無法如期返校就讀之陸生、港澳學生及其他學生選修之課程。

The second phase of add/drop course starts from 3<sup>rd</sup> March 10:00 p.m. to 10<sup>th</sup> March 08:00 a.m. The only electable courses are those that, before 23<sup>rd</sup> February, had admitted Mainland China, Hong Kong and Macau students who are now unable to come back to school as scheduled.

C. 3 月 11 日至 12 日請至選課系統查詢選課結果。You may check your selection results on the course selection system from 11<sup>th</sup> to 12<sup>th</sup> March.

3. 校際選課 Cross-campus Course Selection

不受本校校際選課未開授課程及修讀課程學分數之限制。Students are not subject to university policies on unscheduled cross-campus courses and credits.

4. 秉持彈性修課原則，經學系同意，無法如期返校就讀之陸生、港澳學生及其他學生在教育部承認的大陸學校修課，取得成績後，皆可承認。

Students can take courses from Mainland Chinese schools recognized by the Ministry of Education under the approval of their department.

5. 已在大陸高校擔任交換生之本校學生，得同時修習本校的課程。

Students who are currently on exchange in Mainland China can take courses from CYCU at the same time.

6. 選修課程不受衝堂暨修課人數限制，且取消當學期通識類課程修課數上限。

Schedule conflicts are allowed if the conflicting courses are elective subjects. Upper limit of the number of students is removed for elective courses. Restrictions

	<p>on the number of liberal education courses students are allowed to take per semester is also removed.</p>
<p>四、修課方式 Taking courses</p>	<ol style="list-style-type: none"> <li>1. 授課教師針對無法如期返校就讀之陸生、港澳學生及其他學生採取線上教學方式，錄播影片、製作教材，透過「i-learning 教學系統」及「Youtube」、「WeChat」、「Line」、「Facebook」等社群平台授課。 To facilitate distance learning, tutors should deliver courses by recording videos, inventing digital teaching materials or adopting online platforms such as [i-learning], [YouTube], [WeChat], [Line], [Facebook], etc.</li> <li>2. 不宜採線上教學之課程類型： Courses not suitable for online teaching include: (1)例如：實驗、實作、實習、體育、環境服務學習或服務學習等課程。 Example: Experiments, hands-on courses, internship, physical education, environmental service learning or other service learning courses. (2)不宜線上教學之課程，如影響應屆畢業學生之畢業，將請開課單位以替代課程或彈性上課、彈性評量、彈性評分等方式為之。 If graduating students are forbidden from graduation for not fulfilling the mentioned courses, alternative courses or flexible grading will be adopted.</li> <li>3. 學士班學生當學期體育課得予免修。 Undergraduates are exempted from physical education courses this semester.</li> <li>4. 應屆畢業學生未完成環境服務學習課程者，學期成績考核以繳交報告方式為之。 Graduating students who have not completed environmental service learning courses will submit reports for final assessment.</li> </ol>
<p>五、考試成績 Examination &amp; Grades</p>	<ol style="list-style-type: none"> <li>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.</li> </ol>

	<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 7 月 31 日前完成。</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 31<sup>st</sup> July.</p>
<p>六、學生請假 Leave of absence</p>	<p>無法如期返校就讀之陸生、港澳學生及其他學生名單由境外學生輔導組造冊，分送課註組、開課單位，據以不受學校缺課被扣考、勒令休學規定之限制。</p> <p>The list of affected students from Mainland China, Hong Kong or Macau is compiled by the International and Mainland Students Advising Division and then sent to the Curriculum and Registration Division and each department. 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>
<p>八、畢業資格</p>	<p>1. 應屆畢業學生，不受體育暨英文畢業門檻限制。</p>

<p>Graduation qualifications</p>	<p>Graduating students are exempted from Physical Education and English graduation requirements.</p> <p>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。</p> <p>Course units will introduce alternative measures for other graduation requirements. The measures are only effective upon the Academic Dean' s approval.</p> <p>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。</p> <p>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.</p>
<p>九、資格權利保留 Retainment of status</p>	<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>
<p>十、學校相關輔導機制 Student Guidance and Counselling</p>	<p>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。</p> <p>Life Care: Tutors and instructors will create chat groups to stay in touch with students and keep track of their lives and studies.</p> <p>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。</p> <p>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.</p> <p>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。</p>

	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.
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.