

國立中央大學因應新型冠狀病毒肺炎疫情 學生安心就學措施

Measures to Facilitate Students' Schooling at NCU in Response to the Epidemic of Novel Coronavirus

2020.02.26 校長核定

2020.03.10 台灣聯大 109 年度第 1 次四校教務長會議修正核定

2020.07.31 校長修正核定

2021.01.22 校長修正核定

2021.08.24 校長修正核定

依大學法第 28 條及專科學校法第 38 條規定，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，惟經教育主管機關認定屬影響正常學習之事件，由學校視個案情形，從寬適用彈性修業機制，協助學生渡過困難。

According to Article 28 of the University Act and Article 38 of the Junior College Act, students' schooling and other affairs relating to students' status shall be listed in the academic rules of universities and then reported to the Ministry of Education for future reference. However, if the authorities of educational institutions confirm that an event affecting normal learning occurs, a university may evaluate the circumstances of each individual case and then leniently implement a proper and flexible mechanism of university study to help students overcome the obstacle.

因應新型冠狀病毒肺炎持續延燒，教育主管機關認定屬影響正常學習與就學之事件，為使學生安心就學，避免因無法如期返校而影響就讀權益，得依本「因應新型冠狀病毒肺炎疫情學生安心就學措施」提供彈性修業機制，專案簽奉校長核准，以即時因應提供協助。

In response to the epidemic of novel coronavirus, the authorities have confirmed that this epidemic is an event affecting normal learning and enrollment. In order to facilitate students' normal learning and enrollment and avoid the negative impact on their right to education due to their being unable to arrive at NCU in time, NCU provides a flexible mechanism of university study according to "Measures to Facilitate Students' Schooling at NCU in Response to the Epidemic of Novel Coronavirus." The president of NCU has approved the measures in order to provide timely assistance.

● 關於註冊繳費、成績考核、休復學，請洽註冊組，電話：03-4227151#57126~57129，email：ncu7121@ncu.edu.tw。

NCU provides students with various assistance as follows:

Regarding **enrollment, tuition payment, evaluation of academic performance, transcripts, and suspension and resumption of schooling**, please contact the **Division of Registrar** at 03-4227151#57126 to 57129; ncu7121@ncu.edu.tw.

● 關於選課、修課方式，請洽課務組，聯絡電話：03-4227151#57166~57171，email：ncu57170@ncu.edu.tw。With respect to **selecting and taking courses**, please contact the **Division of Curriculum** at 03-4227151#57166 to 57171; ncu57170@ncu.edu.tw.

● 關於繳費方式，請洽出納組，電話：03-4227151#57346，email：cmyang@cc.ncu.edu.tw。Concerning **methods of payment**, please contact the **Division of Cashier** at 03-4227151#57346; cmyang@cc.ncu.edu.tw.

● 境外生聯絡窗口，請洽國際處：03-4207094，email：yvonne@ncu.edu.tw (陸生)；lotus@ncu.edu.tw (港澳生)；cathychang0603@ncu.edu.tw (外籍學位生)。

For **international** students: Please contact the **Office of International Affairs** at 03-4207094; yvonne@ncu.edu.tw (for mainland Chinese students); lotus@ncu.edu.tw (for Hong Kong and Macanese students); cathychang0603@ncu.edu.tw (for foreign degree seeking student).

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適用對象：

中央流行疫情指揮中心公告限制或暫緩入台之110學年度第1學期新生、復學生、舊生(有正當理由出境，而因政府政策邊境管制無法入境者，得專簽申請適用)。

Applicable subjects:

New students、re-students and Current International Students whose entry into Taiwan are restricted or deferred by the announcement of the Central Epidemic Command Center during the first semester of the 110th academic year (Those who go abroad with approved valid reason and cannot return back to Taiwan, due to the entry restrictions in response to COVID-19 outbreak, can apply to these measures by submitting a special official document.)

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一、 註冊繳費 I. Enrollment and Tuition Payment	(一)繳費時程如下： (I) Changes in the schedule are listed as follows: 1.繳費單開放列印日期：2021 年 8 月 18 日～2021 年 9 月 12 日。 The period for printing out the tuition bill: Aug. 18 to Sep. 12 2.學雜費繳交截止日：2021 年 9 月 12 日。 Deadline for tuition payment: Sep. 12 3.得申請延緩註冊截止日：2021 年 9 月 28 日。 Deadline for the application for deferred enrollment: Sep. 28 4.110 學年度第一學期註冊日與開始上課日：2021 年 9 月 13 日(星期一)。 The date of enrollment and the first day of school in the first semester of the 110th academic year: Sep. 13 (Monday), 2021 (二)無法於開學日起兩星期內完成註冊事宜，至多延後 6 週(2021 年 10 月 22 日前)。 申請方式:請至註冊組網頁→表格下載，下載「 1-25-1 因應新型冠狀病毒疫情延後註冊申請單 」，填妥後，請以 email 方式向國際處（非本國生）申請並副知註冊組，放寬於學期三分之一內(6 週) 完成註冊，依學校既定註冊程序。 (II) If you could not finish the enrollment process within two weeks since the first day of school, you should at least complete the process before Oct. 22 . Application process: Fill out the “Application for Deferring

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	<p>Enrollment in Response to the Epidemic of Novel Coronavirus” (please download application form 1-25-1 at the website of the Division of Registrar) and then email it to notify the Office of International Affairs (For non-Taiwanese students) and the Office of Academic Affairs.</p> <p>After one of the offices is notified, you are permitted to finish the enrollment process within one-third of the semester (six weeks) since the first day of school according to the established enrollment process.</p> <p>(三)因防疫影響，學士班學生經教務處核准選課不受每學期最低應修科目學分數限制，其收費方式比照延修生，修習 9 學分以下繳交學分費並依所屬學院之標準收取等比例雜費，修習 10 學分以上則收取全額學雜費；研究生仍依現有規定辦理，在學期間每學期均須繳學雜費基數，另依每學期所修學分數收取學分費。</p> <p>(III) With the approval of the Office of Academic Affairs, undergraduates impacted by epidemic control are not restricted by the rule that requires them to take the minimum number of course credits in each semester. The standard charge for undergraduates is consistent with that for super seniors. An undergraduate taking 9 or less than 9 credits should pay the credit fee and a portion of the incidental fee according to the standard charge stipulated by the college he or she belongs to. An undergraduate taking 10 or more than 10 credits should pay the full tuition fee and the full incidental fee. The standard charge for postgraduates remains the same as the current regulation stipulates it. Postgraduates have to pay tuition and the incidental fee every semester when at school. Also, postgraduates have to pay the credit fee based on the number of credits taken in each semester.</p> <p>(四)學生因防疫無法於開學日延後之 6 週內(2021 年 10 月 22 日前)返校且無修業替代方案時，因已有三分之一課程無法參加，同學應辦理防疫休學，休學不計入學則規定休學期限，並免繳學雜費(基數)、學分費及相關費用;超過 6 週(2021 年 10 月 25 日後)辦理防疫休學者，應先繳交其費用後再依「專科以上學校學雜費收取辦法」按比例辦理退費。</p> <p>(IV)If you are unable to return to NCU to continue your schooling within 6 weeks after the extended date of the first day of school and there are no other alternative measures, you should apply for suspension of schooling because you will miss one-third of the curriculum progress. The period of your suspension of schooling will not be included in the time limit regulated by “Study Regulations of NCU.” During this period of suspension of schooling, you do not have to pay tuition, the incidental fee, the credit fee, and the computer and Internet fee. If you apply for suspension of schooling after Oct. 25 (already six weeks after the first day of school), you will still have to first pay any related fees . The fees will be refunded based on the percentage.</p> <p>(五)繳費方式:</p>

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	<p>可使用銀聯卡(請至出納組網頁查詢使用方式)或國際匯款(請向國際處詢問匯款帳號事宜)繳費。</p> <p>(V) Methods of payment: China Union Pay or Telegraphic Transfer China Union Pay: Cashier Division http://oga.ncu.edu.tw/ncuoga/cashier/index.php Telegraphic Transfer: Acquire the bank account from Office of International Affairs.</p>
<p>二、 新生保留學籍</p> <p>II. Retention of Student Status for Freshmen</p>	<p>(一)時程如下： (I) Schedule is listed as follows: 1.申請保留學籍截止日：2021年9月11日。 Deadline for the application for retaining student status: Sep. 11</p> <p>(二)學生欲辦理保留學籍，不須親自到校辦理。 申請方式:請至註冊組網頁→表格下載，下載「1-02 保留入學資格」填妥後，請以 email 方式向國際處(非本國生)申請，毋須註冊及繳納相關學雜費用。 If you wish to apply for retention of student status, you do not have to do it personally at NCU. Application process: Fill out the “Application Form for Student Status Retention” (please download application form 1-02 at the website of the Division of Registrar) and then email it to notify the Office of International Affairs (For non-Taiwanese students) and the Office of Academic Affairs. You do not have to complete the enrollment process nor to pay the tuition first.</p> <p>(三)保留入學資格期滿仍無法入學者，得視個案需求專案延長保留入學資格期限。 (III) If the term of the retention of your student status expires but you still could not go through the enrollment process, NCU administrators will extend the term on the basis of your actual need.</p>
<p>三、 選課</p> <p>III. Course Selection</p>	<p>(一)加退選階段：2021/9/8-9/28。 (I) Period for selecting and dropping courses online: Sep. 8 to Sep. 28 1.無人數限制、無其他修課限制或有人數限制尚未額滿課程，請於選課系統加選或退選。 Regarding courses without a limit to the number of people who can take them, courses without other restrictions or courses with a limit to the number of people who can take them but the limit has not been reached, Please use the course selection system to select or drop these courses.</p> <p>(二)人工加退選階段：2021/9/30-10/4。 (II) Period for manually selecting and dropping courses: Sep. 30 to Oct. 4 1.人工加退選申請：名額已滿課程或有條件限制無法於系統加選，可透過人</p>

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	<p>工加選制度加選。加退選階段已選上但無法到課，也可申請人工退選。 Application for manually selecting and dropping courses: Courses whose limit to the number of people who can take them has been reached or courses with specific restrictions cannot be selected using the course selection system. These courses can be selected manually with the “Application Form for Manually Selecting and Dropping Courses.” If you cannot attend the courses that are successfully selected by you in the period for selecting and dropping courses online, you can apply for manually selecting and dropping courses.</p> <p>2.申請方式：至選課系統印製並填妥『人工加退選申請單』，經Email 徵得任課教師同意後，將人工加退選申請單及任課教師同意之Email 併寄至開課單位系所辦公室，系所辦公室協助處理後續系所主管簽章並轉送課務組。 Application process: Firstly, go to the website of the course selection system, print out the “Application Form for Manually Selecting and Dropping Courses” and fill out the form. Secondly, acquire via email the approval of the lecturers teaching the courses you wish to attend. Thirdly, email the form along with the emails containing those lecturers’ approval to the offices of the departments/institutes offering those courses you wish to attend. The clerks at the offices will then submit your application form to the directors of the departments/institutes. After the directors sign or stamp their seals on your form, it will be sent to the Division of Curriculum.</p> <p>(1)部份課程備註第一堂務必出席：已選上或欲加選及人工加選者，均請務必事先以Email向任課教師敘明無法到課之原因，以利教師後續課程安排或調整。 Some courses specifically require students’ obligatory presence in the very first class: Those who have successfully selected these courses, those who wish to select these courses, and those who select these courses manually have to email the lecturers of these courses in advance to explain why you cannot attend the very first class so that they can make corresponding arrangements or adjustments.</p> <p>(2)人工加退選期間因防疫無法上課，事後到課若覺得所選課程不如預期欲調整者，得於人工加退選結束後2週內(10月15日前)，以逾期加退選單敘明理由專案申請退選或加選他課，經任課教師簽章後送課務組辦理。10月15日之後退選請依停修程序辦理(2021/10/29-12/10)。 If you cannot attend any class during the period for manually selecting and dropping courses due to epidemic control and then you find that the courses you have selected do not suit you after you come back to NCU to attend those courses, you can apply for dropping courses or selecting other courses with the “Sheet of Dropping and Selecting Courses after the Due Date” within two</p>

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	<p>weeks after the period for manually dropping and selecting courses ends (by Oct. 15). Please submit the sheet to the Division of Curriculum after the lecturers of the courses you wish to drop or select sign on the sheet. If you wish to drop any course after Oct.15, please go through the course withdrawal procedure (Oct. 29 to Dec. 10).</p> <p>(三)大學部學生因防疫所造成特殊情況，經導師及系、學士班主任核可者，得申請減修（選課不受每學期最低應修科目學分數限制）。</p> <p>(III) If epidemic control causes any unusual situation to any undergraduate, the undergraduate affected by the situation can apply for reducing the number of courses (the number of courses selected by the applicant will not be restricted by the rule that requires the minimum number of course credits for an undergraduate to take in each semester) with the approval of his or her advisor, the director of his or her department, and the tutor of his or her college.</p> <p>1.申請方式：至課務組網頁表格下載『5-06 減修學分申請表』，經Email 徵得導師同意後，將該Email 與申請書一併轉寄所屬學系辦公室協助處理後續系所主管簽章並轉送課務組。</p> <p>Application process: Download the following file: “5-06 Application Form for Reducing the Number of Course Credits Required in Each Semester” at the website of the Division of Curriculum. Acquire your advisor’s approval via email. Forward the email that contains your advisor’s approval to the office of your department. After the director of your department signs the application form, it will be submitted to the Division of Curriculum.</p>
<p>四、 修課方式 IV. Methods of Taking Courses</p>	<p>(一)學生與任課教師聯繫，商討課程銜接或自主學習等問題。</p> <p>(I) Students may contact lecturers to discuss issues including course progress and autonomous learning.</p> <p>(二)經任課教師同意，得由助教協助教師錄製課堂影音、電腦螢幕上之PPT內容(不含黑板畫面)及上課聲音等後，上傳至LMS 或ee-class 等平臺，供修課同學自行上網觀看</p> <p>(II) Upon approval of a lecturer at the department/institute, a teaching assistant may assist the lecturer in recording video and audio of the course, the content of the PPT file on the computer screen, and the audio of the lecturer’s instructions. The recordings will be uploaded to the platforms including the LMS and the ee-class for students taking the course to watch online.</p> <p>(三)至國際處安排之姊妹校修習課程。</p> <p>本校學生若因特殊情形，獲本校系所及大陸姐妹校同意，於當學期安排至姐妹校修習課程。</p> <p>(III) The Office of International Affairs at NCU could help to make arrangements for you to take courses at a sister university. Any NCU student affected by an unusual situation may be arranged to attend courses at any of</p>

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	<p>NCU's sister universities in mainland China in the present semester with approval from the student's department/institute at NCU, NCU and from the sister university.</p> <p>(四)學校秉持彈性修課原則，經本校、系所同意，因防疫而受影響的學生可在教育部採認規定之境外學校校際選課。</p> <p>(IV) NCU grants its students the flexibility in taking courses. Students affected by epidemic control can select and take courses provided by the foreign universities recognized by the Ministry of Education of Taiwan after the students acquire approval of their department/institute and NCU.</p> <p>註：依第(三)(四)點修習課程，學生應事前通知國際處。另學生仍須繳納本學期學雜(分)費等相關費用，若修習學校另有收費項目時，學生應依規定繳納給對方學校；且應於次學期開學前，將修課成績或學分證明送回學校登錄；如涉及畢業資格課程認定，仍須完成抵修流程。</p> <p>Note: If you wish to take courses according to Method (III) or Method (IV), you should notify the Office of International Affairs in advance. In addition, you still have to pay for the tuition, incidental fee and credit fee of this semester. If the other university that you attend has any chargeable service or item that you need to pay for, you should pay that university for the service or item according to that university's rule. Furthermore, you should send your transcript or credit certificate of the courses taken at that university back to NCU so that the documents can be archived. If any course taken at that university involves the recognition of graduation qualification, you will still have to complete the process of transferring and waiving credits.</p>
<p>五、 考試成績 V. Test Scores</p>	<p>(一)學生請假可委託他人辦理，因防疫需要而缺曠課者，其缺曠課情形不得計為學期成績扣分參考。</p> <p>(I) You can designate a proxy to ask for a leave on your behalf. If you are absent from any class due to epidemic control, your absence will not be the basis for any reduction in the scores of your academic performance this semester.</p> <p>(二)各系所如有學生因防疫而無法全程參與課程或各項評量，授課教師得依科目性質，調整成績評定方式，以補考或其他補救措施處理成績，補考成績並按實際成績計算。</p> <p>(II) If a student is unable to fully participate in a course or in each test due to epidemic control, the lecturer of the course should adjust the evaluation method of the student's academic performance. Make-up tests or other remedial measures can be used or taken to cope with the student's grades. The grades of the make-up tests will be taken as effective grades.</p>

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六、 學生請假 VI. Asking for Leave	請假請至學生請假系統填寫送出。 路徑：登入本校portal->服務櫃台->學生請假 生活輔導組聯絡電話：03-4227151#57221，email：yulin@ncu.edu.tw。 Students should apply for leave online. Log in portal system-> Service Desk -> Student Leave Concerning applying for leave, please contact the Guidance and Counseling Section at 03-4227151#57221 ; yulin@ncu.edu.tw.
七、 休學 復學 退學 VII. Suspension of Schooling, Reenrollment, and Withdrawal from School	★學生欲辦理休學、復學、退學等手續，不須親自到校辦理，請學生填妥申請表，以 email 申請表通知國際處（非本國生）協助辦理。 If you wish to apply for suspension of schooling, reenrollment, or dropping out of school, you do not have to come to NCU in person. Please fill out an application form and then send an email along with the form to notify the Office of International Affairs (for non-Taiwanese students). Clerks at OIA will go through the application process on your behalf. (一)休學： (I) Suspension of schooling: 1.學生若因政府政策無法入台，得辦理防疫休學，休學不計入學則規定之休學期限。請至遲於開學日後 6 週內(2021 年 10 月 22 日前)辦理完成，免繳學雜費(基數)、學分費及相關費用。但本學期想保有學習紀錄、已在姐妹校修課、碩博班生有學位考試、欲畢業者，皆不能辦理休學，並依規定繳交學雜費。 If a student is not allowed to enter Taiwan due to entry restrictions for foreigners in response to COVID-19 outbreak, a student can apply for suspension of schooling. The period of his or her suspension of schooling will not be restricted to the designated time limit specified on the application form, (the application for suspension of schooling should still be completed by Oct. 22) nor will it be included in the time limit regulated by “Study Regulations of NCU.” Those who complete the suspension of schooling do not have to pay tuition, the incidental fee, the credit fee, and the computer and Internet fee. However, those who want to keep the status of being a student, study at sister university, take the degree examination (postgraduates) and will graduate this semester cannot apply for suspension of schooling and have to pay any related fees according to NCU regulations. 2.申請方式:請至註冊組網頁→表格下載，下載「 1-04 休學離校申請表 」。填妥後，請以 email 方式向國際處(非本國生)申請並副知註冊組。 Application process: Download the following file: “1-04 Application Form for Suspension of Schooling. Please fill out the application form and then send an email along with the form to notify the Office of International Affairs (for non-Taiwanese students) and the Division of Registrar. (二)復學：

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	<p>(II) Reenrollment: 1.1101 學期申請復學截止日:2021 年 9 月 13 日(得採通訊及委託辦理)。 Deadline for the application for reenrollment: Sep. 13 (Application via communication tools or by proxy is acceptable.)</p> <p>(三)退學： (III) Dropping out of school: 1.學生因此次疫情，嚴重影響學生身心狀況及學習需要，致使學業成績不及格需受退學處分時，得檢具醫生診斷證明，經專簽方式，免受退學之處分。 If a student's mental and physical conditions and learning needs is serious affected by COVID-19; thus, he or she fails the coming semester and will be dropped out of school, a student can submit the diagnosis of proof. NCU may pass a special official document which requests that the student be an exception to the rule that NCU should expel students who fail a semester. 2.申請方式:請至註冊組網頁→表格下載，下載「1-06 退學離校申請表」。填妥後，請以 email 方式向國際處(非本國生)申請並副知註冊組。 Application process: Download the following file: “1-06 Application Form for Withdrawal from School. Please fill out the application form and then send an email along with the form to notify the Office of International Affairs (for non-Taiwanese students) and the Division of Registrar.</p>
<p>八、 畢業資格</p> <p>VIII. Qualification for Graduation</p>	<p>(一) 學生因防疫影響有部分應修科目及學分或畢業條件無法完成者，學生得向系所或相關權責單位申請補救措施，經會議討論通過後提供替代課程或作法，並從寬認定協助學生，必要時專簽予以協助。</p> <p>(I) If a student is unable to complete certain obligatory courses and course credits or unable to meet graduation requirements due to the influence of epidemic control, the student may apply to his or her department/institute or relevant authorities for remedies. After the application is discussed and approved in the department/institute/authorities' meeting, the student will be offered substitutional courses or remedies and be granted leniency. A special official document may be submitted to expedite NCU's assistance to the student if necessary.</p> <p>(二) 學生因防疫影響以致修業期限屆滿仍無法修畢應修科目學分者，學校得專案延長其修業期限。</p> <p>(II) If a student is unable to complete all obligatory courses and course credits due to the influence of epidemic control when his or her maximum period of schooling expires, NCU may grant the student an extension of his or her period of schooling.</p> <p>(三)因防疫影響研究所學生於當學期若需進行學位考試者，得以視訊方式辦理。請參考下載「3-01-3 視訊舉行學位考試申請表」。</p>

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	(III) If a postgraduate is impacted by epidemic control but needs to take his or her degree examination, a videoconference may be held to carry out the examination. Please refer to “3-01-3 Application Form for Thesis Defense Conducted via Video Conferencing and Corresponding Measures.”
九、 畢業離校 IX. School-leaving Procedure	(一)辦理離校手續及領取學位證書時程： (I) Dates for the school-leaving procedure and the collection of diplomas 1.學士班：2022 年 1 月 24 日～2022 年 1 月 28 日。 For undergraduates: Jan. 24 2022 to Jan. 28 2022 2.研究所：2021 年 9 月 22 日～2022 年 1 月 28 日。 For postgraduates: Sep. 22 2021 to Jan. 28 2022 (二)學生因防疫影響無法於期限內辦理畢業離校者，除可委託他人代辦外，亦可專案申請延後畢業離校，至多於上述截止日後延後 1 週，且應於次學期開學日前完成。學位證書授予日期，依原畢業時間登載，不因延後而異動。 (II) If you are unable to complete graduation and school-leaving procedures due to the influence of epidemic control, you can assign a proxy to go through the procedures for you or apply for an extension of the procedures. An extension of the procedures is at most three weeks after the deadlines listed above, and the procedures shall be completed by the first day of school in the next semester. The official date of diploma conferment on your diploma will be the one designated by NCU to every graduate; it will not be changed because of the extension of the procedures you apply for.
十、 學校相關輔導 協助機制 X. NCU's Relevant Counselling and Assistance Mechanism	本校將視學生身心狀況、課業學習、職涯輔導之實際需求，適時轉介相關單位，積極協助學生渡過困難。 With considerations of students' mental and physical conditions, learning process and actual needs for career counseling, NCU will timely introduce relevant resources to students to actively assist them in overcoming obstacles.
十一、 聯絡資訊 XI. Contact Info.	本校總機電話：03-4227151。 NCU operator: 03-4227151 (一)註冊組分機：57126～57129，email： ncu7121@ncu.edu.tw ； (I) Extension and email of the Division of Registrar: 57126 to 57129; ncu7121@ncu.edu.tw (二)課務組分機：57166～57171，email： ncu57170@ncu.edu.tw ； (II) Extension and email of the Division of Curriculum: 57166 to 57171; ncu57170@ncu.edu.tw (三)國際處電話：03-4207094，email： yvonne@ncu.edu.tw (陸生)：

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	<p>lotus@ncu.edu.tw (港澳生); cathychang0603@ncu.edu.tw(外籍學位生). (III) Telephone No. and email of the Office of International Affairs: 03-4207094; yvonne@ncu.edu.tw (for mainland Chinese students); lotus@ncu.edu.tw (for Hong Kong and Macanese students); cathychang0603@ncu.edu.tw (for foreign degree seeking student).</p>
備註 Note 全文完 The End	未盡事宜，悉依教育部「專科以上學校維護突遭重大災害學生學習權益處理原則」、教育部及本校相關規定辦理。 Any matter that is not covered by this document will be coped with according to the Ministry of Education’s “Principles for Schools above Junior Colleges to Maintain and Deal with the Educational Rights and Interests of Students Suffering Grave Disasters” and the relevant regulations stipulated by the Ministry and NCU.