

109學年度第2學期學生安心就學措施 Q&A

**Q&A: NTU Measures in Response to the COVID-19 Pandemic
in the Spring Semester of the Academic Year 2020-2021**

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****English version follows Chinese version****

問題	回覆	業務單位 /聯絡資訊
一、若無法於開學日前完成註冊程序，該如何辦理？	<p>1. 第二學期境外新生暨境外轉學生： 無法順利入境之境外新生暨境外轉學生，本校提供線上註冊，網路註冊預計開放時間：110年2月22日（一）9:00~3月2日（二）17:00，俟學生入境後仍須完成學歷紙本驗證、健康檢查及其他必要程序始可領取學生證。</p> <p>網路註冊系統： https://if190.aca.ntu.edu.tw/oregs/default.aspx</p> <p>2. 所有學生： 學士班學生本學期若無意抵臺就讀，則按其所選學分數繳交學分費，免繳雜費（學生平安保險費、網路使用費、僑陸生相關保險另計）。繳費期限為4月8日至4月21日，教務處將另行提供信用卡繳費帳號。學生可於居住地刷卡繳費。 碩博士班學生本學期若無意抵臺就讀，則應於3月22日前繳交學雜費基數。</p>	學士班： 教務處註冊組 3366-2388#202~208、 211~222、224、225 碩博士班： 教務處研教組 3366-2388#402~417 新生健康檢查： 學務處保健中心 3366-2161
二、研究所國際學位新生保留學籍	<p>請下載填寫保留入學資格申請書，並檢附(1)錄取通知書影本1份(2)學位證書影本1份，完成後提供保留入學資格核准通知書交予學生收執。</p> <p>※依國際事務處「在港港澳生、外國學生及港澳具外國國籍之華裔學生來臺入學及轉學試辦計畫第二梯次」及教務處課務組「境外臺生因應疫情返臺就學銜接專案計畫(第二梯次)」入學之學士班學生，皆不得申請保留學籍及109-2休學。</p>	碩博士班： 教務處研教組 <u>車股長</u> 3366-2388#402 學士班： 教務處註冊組 <u>柯股長</u> 3366-2388#203
三、境外學位舊生如因疫情需休學，該如何辦理？最遲必須在何時之前提出休學申請？如何退學雜費？	<p>1. 學生因無法入境，申請休學須完成myNTU線上休學申請，休學原因請選擇「受疫情影響休學」，不須印出紙本或委託代理人跑休學流程，逕由註冊組或研教組專案受理。已繳費註冊者，至遲請於期末考前提出休學申請，此休</p>	學士班： 教務處註冊組 <u>柯股長</u> 3366-2388#203 碩博士班： 教務處研教組 <u>車股長</u>

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	<p>學記錄將不列入休學累計期數計算。</p> <p>2. 學生因無法入境於開學後休學者，本校將視情況專案給予退費。</p>	3366-2388#402
四、學雜費如何計算？繳費方式為何？	<p>1. 若同學抵臺並解除居家檢疫時間已逾開學日，開學第一週請列印繳費單至郵局繳費；開學第二週起，學士班學生請持繳費單至註冊組蓋章後，碩、博士班學生至研究生教務組蓋章後，再至出納組補繳學雜費。</p> <p>2. 若同學於3月22日前已選課但仍無法抵臺，學雜費金額將重新計算。若未抵臺而已先繳費之同學，將於3月22日起辦理溢繳費用退費。</p> <p><u>碩、博士班學生僅需繳交學雜費基數，學士班學生僅需繳交學分費（學生平安保險費、網路使用費、僑陸生相關保險皆另計）。</u></p> <p>學士班學生請於4月8日至4月21日完成繳費，若於此期間仍未入境，教務處將另行提供信用卡繳款帳號，學生可於居住地刷卡繳費。</p> <p>本校109學年度各學制學雜費收費標準詳見本連結。</p>	<p>學士班註冊繳費： 教務處註冊組<u>莊股長</u> 3366-2388#204</p> <p>研究生註冊繳費： 教務處研教組<u>車股長</u> 3366-2388#402</p> <p>僑生健保： 學務處僑陸組<u>吳幹事</u> 33663232#13</p> <p>陸生商業醫療保險： 學務處僑陸組<u>黃副理</u> 33663232#14</p> <p>國際學生健保／商業醫療保險： 國際事務處國際生服務股<u>徐專員</u> 33662007#206</p>
五、因疫情影響未入境或延後入境之學生，選課、修課、成績權益如何保障？	<p>1. 學生應依本校選課期程進行線上選課。</p> <p>2. 若同學抵臺後解除居家檢疫後已逾選課期間，可填寫<u>學生報告書</u>經授課教師與系所主管同意後，申請專案補選課。</p> <p>3. 本學期受疫情影響無法來校就讀之學生，選課不受學分下限之限制。</p> <p>4. 為確保本案學生學習品質，學校將視情況輔以彈性措施，如同步或非同步之線上數位課程支援，以協助學生修讀課程。包括透過數位學習平台進行線上學習及繳交作業等方案。</p> <p>5. 授課教師得針對個別學生特殊情形調整評分方式或提供補救措施。</p>	<p>學士班： 教務處註冊組<u>莊股長</u> 3366-2388#204</p> <p>研究生： 教務處研教組<u>車股長</u> 3366-2388#402</p>

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六、我具109-2出國交換／訪問資格，惟因疫情考量，暫未確定是否放棄出國，請問能否正常選課？	因應疫情考量，為保障同學修課權益，預計或已於109-2出國交換/訪問之同學，109-2自初選第二階段（1/26）起開放選課（含加退選及人工加簽），若於開學第五週結束時尚未放棄交換/訪問資格者，則刪除同學109-2選課紀錄。	學士班： 教務處註冊組 <u>莊股長</u> 3366-2388#204 研究生： 教務處研教組 <u>車股長</u> 3366-2388#402
七、我因疫情無法來臺就讀，是否有彈性遠距學習方式可以修課？	<p>1. 針對目前受疫情影響而無法入境就讀學生，可洽授課教師討論所選課程得否以遠距方式進行，學校可提供教師課程錄播、非同步數位課程平台等技術支援。</p> <p>2. 若學生已選修之課程，授課教師無法提供遠距彈性修讀措施時，請於全校加退選階段退選（3月8日上午8時前）並改選其他適合之課程。</p> <p>3. 本校<u>學士班學生</u>可修習臺灣大學開設之開放式線上課程，修課者至少須修習1學分或合併至少1學分之課程，修習完成後備妥認證證書或相關完課證明（Coursera 課程平台取得認證證書將另行收費），由教務處以通過、不通過方式在成績單登記為選修學分。</p> <p>無法入境學生專屬線上課程選課平臺與相關說明，請點選網址： https://eportfolio.ntu.edu.tw/EntryApply/index.aspx</p> <p><u>研究生請勿選修本線上課程</u>，並請洽指導教授修讀專題研究或專題討論。</p> <p>4. 教務處數位學習中心針對非同步、同步遠距教學提供教師和學生相當完整的支援，包括課程錄影軟體、硬體教學、視訊會議軟體（U 會議）帳號申請、NTU COOL 數位教學平臺，詳細資訊可參考<u>數位學習中心網站</u>或是<u>課程數位化百寶箱</u>。</p>	<p>學士班選課相關： 教務處註冊組<u>莊股長</u> 3366-2388#204</p> <p>碩博士班選課相關： 教務處研教組<u>車股長</u> 3366-2388#402</p> <p>遠距課程開授規範： 教務處課務組<u>王股長</u> 33662388#302</p> <p>遠距教學技術諮詢： 教務處數位學習中心 <u>張副組長</u> 33663367#580</p> <p>線上課程選課平臺： 教務處資訊組 <u>賴程式設計師</u> 33662388#609</p>
八、若疫情於本學期結束前減緩，原已休學之學生能否申請復學？	<p>學士班：</p> <p>學生可專案申請復學，惟在學的要件包含「完成註冊繳費」以及「選課」。若學期中同學回臺無法找到適合課程加選，109-2學期仍不得申請復學。</p> <p>碩博士班：</p> <p>得專案申請復學，不受選課與否限制。</p>	<p>學士班：</p> <p>教務處註冊組<u>柯股長</u> 3366-2388#203</p> <p>碩博士班： 教務處研教組<u>車股長</u> 3366-2388#402</p>

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九、無法入境之學生，影響到實習、畢業時程，該怎麼辦？	學生若因本次疫情無法來臺就學者，學校將視受影響之情況延長修業年限。	學士班： 教務處註冊組 <u>藍股長</u> 3366-2388#206 碩博士班： 教務處研教組 <u>田股長</u> 3366-2388#405
十、無法入境之研究生，109-2學期該如何提出學位考試申請？	研究生若已修畢學分及完成系所其他規定，請於網頁申請學位考試，經系、所、學位學程同意後，口試得以視訊方式進行並全程錄影存檔。	教務處研教組 <u>田股長</u> 3366-2388#405
十一、若我已符合畢業資格，但受本次疫情影響無法入境，學位證書將如何領取？	<p>學士班：</p> <p>學生可以彈性辦理畢業離校手續及領取學位證書（通訊、延後或委託他人）。</p> <p>碩博士班：</p> <p>畢業生可委託他人於期限前至圖書館繳交論文，離校手續可通訊、延後或委託他人來校辦理。</p>	<p>學士班：</p> <p>教務處註冊組<u>藍股長</u> 3366-2388#206</p> <p>碩博士班：</p> <p>教務處研教組<u>田股長</u> 3366-2388#405</p>
十二、因疫情無法入境之學生若有相關問題，是否有輔導協助機制？	學生可逕洽所屬系、所、學位學程辦公室，或洽前揭相關業務單位承辦人詢問。	

Q&A: NTU Measures in Response to the COVID-19 Pandemic in the Spring Semester of the Academic Year 2020-2021

Date Issued: February 2, 2021

Question	Reply	Processing Unit /Contact Information
<p>I. What should I do if I cannot complete the registration process before the class starts?</p>	<p>1. Overseas New Students and Transfer Students: The registration process can be done online. The online registration is expected to be available from Monday, February 22nd, 2021 9:00 AM to Saturday, March 2nd, 2021 5:00 PM. After entering Taiwan, students will have to submit their authenticated graduation certificate and transcripts for the check of the academic qualification and complete other necessary procedures of registration before receiving their student ID.</p> <p>Online Registration System :</p> <p>https://if190.aca.ntu.edu.tw/oregs/default.aspx</p> <p>2. New students and Current students: <u>Undergraduate students</u> who are unable to come to NTU only need to pay their credit fees (the student insurance fee, service fee for information networking infrastructure, insurance fee for overseas Chinese students and mainland Chinese students will be calculated separately). The payment period is from April 8th to April 21st, 2021. The Undergraduate Academic Affairs Division will provide another credit card payment account number for the credit fee payment. Students can make the payment with a credit card in the place where they live.</p> <p><u>Master's and Ph.D.</u> students who are unable to come to NTU only need to pay the basic tuition fees by March 22nd, 2021.</p>	<p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs 3366-2388#202~208, 211~222, 224, 225</p> <p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs 3366-2388#402~417</p> <p>Health checkup for new students: Health Center, Office of Student Affairs 3366-2161</p>
<p>II. Admission deferment for new graduate students</p>	<p>Graduate students: Please download and fill in the application form for admission deferment, and email it with a photocopy of your admission letter and a photocopy of your English diploma to the Graduate Academic Affairs Division</p> <p>※ Undergraduate students enrolled through Special Project from Office of Int'l Affairs or Curriculum Division <u>cannot</u> take a leave of absence for the spring</p>	<p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs <u>Subsection Chief Che</u>, 3366-2388#402</p> <p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs</p>

Question	Reply	Processing Unit /Contact Information
	semester of the academic year 2020/2021 or apply for admission deferment.	Subsection Chief Ke , 3366-2388#203
III. What should be done if current students who are unable to come to NTU due to the COVID-19 pandemic want to take a leave of absence? What is the deadline to apply for a leave of absence? Is there a tuition refund policy?	<p>1. For current students who are unable to come to NTU due to the COVID 19 pandemic want to take a leave of absence, they only need to complete the online application on myNTU. For the reason of the leave of absence, please select “leave due to the pandemic”. There is no need to print out a hard copy or ask someone on your behalf to complete the process. The online application will be processed by the Undergraduate Academic Affairs Division or Graduate Academic Affairs Division. For those who have already paid the tuition and fees, please submit the online application for a leave of absence before the final examination at the latest. This leave of absence record will not be included in the cumulative number of leaves.</p> <p>2. For students who are unable to come to NTU and take a leave of absence after the class start, NTU will give them a refund depending on their situation.</p>	<p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Ke, 3366-2388#203</p> <p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Che, 3366-2388#402</p>
IV. What is the payment method ? how do you calculate the amount of the tuition and fees ?	<p>1. If students cannot be finished their quarantine by the beginning of classes, they can pay their tuition and fees at the post office in the first week of classes beginning. From the second week of the classes beginning, <u>undergraduate students</u> need to get a stamp on their tuition bill in the Undergraduate Academic Affairs Division and make their payment in cash in full in the Cashier Division. <u>Graduate students</u> need to get a stamp on their tuition bill in the Graduate Academic Affairs Division and make their payment in cash in full in the Cashier Division.</p> <p>2. If a student has already registered for classes, but cannot arrive at NTU by March 22nd, 2021, the amount of the tuition will be recalculated. For students who do not come to Taiwan and have paid their tuition and fees, the refund of overpaid fees will be processed from March 22nd, 2021. <u>Master's and Ph.D. students</u> only need to pay the basic tuition fees. <u>Undergraduate students</u> only</p>	<p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Zhuang, 3366-2388#204</p> <p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Che, 3366-2388#402</p> <p>Overseas Chinese Student Health Insurance: Overseas Students Advising Division Senior Clerk Wu, 33663232#13</p> <p>Chinese Students Commercial Medical</p>

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	<p>need to pay their credit fees; (the student insurance fee, service fee for information networking infrastructure, insurance fee for overseas Chinese students and mainland Chinese students will be calculated separately for undergraduate and graduate students). Undergraduate students have to pay their credit fees from April 8th to April 21st, 2021. If students are unable to come to NTU by the payment deadline, the Undergraduate Academic Affairs Division will provide another credit card payment account number for the credit fee payment. Students can make the payment with a credit card in the place where they live.</p> <p>For the details of the tuition for each degree program in the academic year 2020/2021, please see: https://ntuinfo.ntu.edu.tw/p2_2_1.html</p>	<p>Insurance: Overseas Students Advising Division <u>Associate Manager Huang</u>, 33663232#14</p> <p>International Students Health Insurance: The Office of International Affairs <u>Senior Clerk Hsu</u>, 33662007#206</p>
<p>V. If students postpone their entry to NTU or are unable to come to NTU due to the COVID-19 pandemic, how does the University protect their rights with regard to the class registration, class attendance, and grades?</p>	<ol style="list-style-type: none"> 1. Students have to register for classes according to the University's schedule. 2. If students cannot be finished their quarantine prior to the end of course selection, they can submit the application form with the approval of the course instructor and the director of course offering academic units to the Office of Academic Affairs to take the class. 3. For students who are unable to come to NTU this semester due to COVID-19, their course selection will not be restricted by the minimum credit hour requirements. 4. To ensure the learning quality under these circumstances, NTU will provide supplementary, flexible measures as necessary, such as synchronous and asynchronous online courses, to assist students in attending the courses. These measures may include online learning and online assignment submission through digital learning platforms. 5. The course instructor may adjust the evaluation criteria or provide remedial measures for the individual students depending on the situation of the individual students. 	<p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs <u>Subsection Chief Zhuang</u>, 3366-2388#204</p> <p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs <u>Subsection Chief Che</u>, 3366-2388#402</p>

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<p>VI. I am NTU student applying for exchange/visiting program in the coming (spring) semester. However, I am not sure whether the program will be revoked or not. due to the pandemic. Can I select courses?</p>	<p>In consideration of the epidemic situation and in order to protect the rights and interests of students in taking classes, students who plan to go abroad or have gone abroad to attend their exchange student program or visiting student program in the spring semester of the academic year 2020-2021 will be allowed to register for classes from the second stage of the class registration (January 26th, 2021). However, if students do not cancel their exchange student program or visiting student program by the end of the fifth week of the class beginning, their class registration of the spring semester of the academic year 2020-2021 will be canceled.</p>	<p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Zhuang, 3366-2388#204</p> <p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Che, 3366-2388#402</p>
<p>VII. If students are unable to come to NTU due to the COVID-19 pandemic, does the University provide online courses?</p>	<ol style="list-style-type: none"> 1. For students who are unable to come to NTU due to the COVID-19 pandemic, please contact the course instructor to discuss whether the course can be attended online. NTU can provide technical support such as course recording and asynchronous digital course platforms. 2. If students have registered for the classes without online options, please drop these classes during the add and drop period (before March 8th, 2021 8:00 AM). 3. Undergraduate students can take the Massive Open Online Courses provided by the NTU. Students must take courses with at least 1 credit, or a combination of courses that offers a minimum of 1 credit. After completing the course, the student must prepare the relevant course certifications (Certification of Coursera will be charged by the platform). The Office of Academic Affairs will register the course credit on the transcript as pass or fail. <p>Exclusive online course selection platform for students unable to enter the country, website: https://eportfolio.ntu.edu.tw/EntryApply/idex.aspx</p> <p>Graduate students should not take the above online courses and are encouraged to consult with their thesis advisor to take the seminar.</p> <ol style="list-style-type: none"> 4. The Digital Learning Center of the Office of Academic Affairs provides comprehensive support on 	<p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Zhuang, 3366-2388#204</p> <p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Che, 3366-2388#402</p> <p>Regarding distance learning course set-up: Curriculum Division, Office of Academic Affairs Subsection Chief Wang, 33662388#302</p> <p>Technical consulting on distance learning course: Digital Learning Center, Office of Academic Affairs Division Section Director Chang, 33663367#580</p> <p>Exclusive online course</p>

Question	Reply	Processing Unit /Contact Information
	<p>asynchronous and synchronous distance teaching for lecturers and students, including course recording software, teaching hardware/facilities, account application for video conferencing software (U Meeting), and NTU COOL digital teaching platform. For more information:</p> <p>https://www.dlc.ntu.edu.tw/2020/03/19/superkit/ or https://cool.ntu.edu.tw/courses/20</p>	<p>selection platform for students unable to enter the country: Computer Information Management Division, Office of Academic Affairs Systems Designer Lai, 33662388#609</p>
<p>VIII. If the pandemic recedes before the end of the semester, can the students who are on leave of absence apply for reinstatement of studies?</p>	<ul style="list-style-type: none"> • Undergraduate students: Students can apply for reinstatement of studies on a case-by-case basis. However, the students have to pay their tuition and fees, and register for classes. If the students are unable to register for suitable classes during this semester, they will not be allowed to apply for reinstatement of studies for the spring semester of the academic year 2020/2021. • Graduate students: Students can apply for reinstatement of studies on a case-by-case basis and without taking any class. 	<p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Ke, 3366-2388#203</p> <p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Che, 3366-2388#402</p>
<p>IX. If students are unable to come to NTU due to the pandemic, what will the University do for a graduation or an internship delayed by the pandemic?</p>	<p>NTU will extend the length of study depending on the situation of the individual students.</p>	<p>For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Lan, 3366-2388#206</p> <p>For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs Subsection Chief Tian, 3366-2388#405</p>
<p>X. How do graduate students apply for their master's or Ph.D. thesis defense in the spring semester of the academic year 2020-2021 if they are unable to come to NTU?</p>	<p>If graduate students have fulfilled all the graduation requirements, they can apply for their master's or Ph.D. thesis/dissertation defense and take their thesis/dissertation defense through video conference, but it must be approved by their department/institute/degree program, and the whole process should be recorded and kept on file.</p>	<p>Graduate Academic Affairs Division: Subsection Chief Tian, 3366-2388#405</p>

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XI. If I am eligible for graduation but unable to come to NTU due to the pandemic, how can I receive my diploma?	<ul style="list-style-type: none"> • Undergraduate students: Students can postpone getting their diploma, get their diploma by correspondence, or ask someone to receive their diploma on their behalf. • Graduate students: Graduate students can ask someone to submit their master's or Ph.D. thesis to the library before the deadline. Then, they can postpone getting their diploma, get their diploma by correspondence, or ask someone to receive their diploma on their behalf. 	For undergraduate students: Undergraduate Academic Affairs Division, Office of Academic Affairs <u>Subsection Chief Lan</u> , 3366-2388#206 For graduate students: Graduate Academic Affairs Division, Office of Academic Affairs <u>Subsection Chief Tian</u> , 3366-2388#405
XII. For students who are unable to come to NTU due to the pandemic, if they have any questions, is there any counselling or support available?	Students can contact their department/institute/degree program for help.	