

國立成功大學因應嚴重特殊傳染性肺炎疫情課程暫行處理原則

NCKU Tentative Principles for Course Instruction in Response to the Epidemic Prevention of Severe Special Infectious Pneumonia

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一、國立成功大學(以下簡稱本校)為因應嚴重特殊傳染性肺炎(COVID-19)疫情，保障全校師生安全，提供學生安心就學環境，特訂定本原則。

I. These Principles are established by National Cheng Kung University (NCKU) to safeguard its faculty, staff, and students, as well as to provide a safe teaching and learning environment in response to the epidemic prevention of severe special infectious pneumonia (COVID-19).

二、本原則適用期間，以嚴重特殊傳染性肺炎防疫期間為原則。

II. These Principles are applicable during the period of the epidemic prevention of severe special infectious pneumonia.

三、防疫期間符合下列條件之課程者，得依本原則調整課程教學方式：

(一)依衛生福利部疾病管制署(以下簡稱衛福部疾管署)規定或命令，因禁止入境或其他特殊原因致無法返台就學之本校學生所修讀之課程。

(二)依衛福部疾管署規定或命令，應採行居家隔離、居家檢疫或自主健康管理之老師所開授之課程或學生所修讀之課程。

(三)本校因應防疫，通知應採自主健康監測之老師所開授之課程或學生所修讀之課程。

(四)其他因應疫情影響，以專案提出申請，經授課教師、教學單位主管同意，教務長核准之課程。

III. During the period of epidemic prevention, faculty members who meet one of the following qualifications may adjust their course instruction according to these Principles:

(I) Courses with enrolled students who are prohibited entry into Taiwan under the rule or order of Taiwan Centers for Disease Control (TCDC) or other special causes.

(II) Courses with instructors or enrolled students who should take measures of home isolation, home quarantine, or self-health management at home

under the rule or order of Taiwan Centers for Disease Control (TCDC).

(III) Courses with instructors or enrolled students informed by NCKU to conduct self-health monitoring according to its policy for epidemic prevention.

(IV) Courses offered through a specific project application in response to epidemic prevention, approved by the instructor, head of the academic unit, and the Vice President for Academic Affairs.

四、防疫期間，授課教師應掌握學生修課出席情形(例如點名或固定座位表)。學生因無法入境、確診、居家隔離、居家檢疫、自主健康管理或發燒，應事先請假，請假不列缺席扣分。

IV. During the period of epidemic prevention, course instructors should keep track of student attendance (e.g., roll-calls or regular seating charts). Student who are prohibited entry into Taiwan; confirmed as a patient; or undergoing home isolation, home quarantine, or self-health management at home should apply in advance for leave of absence, which will not be penalized as an absence or grade-point deduction.

五、第三點所列課程之授課教師，得採下列方案調整教學方式：

(一)全程實體授課，並同步或非同步錄播(A類)：課程仍以實體授課，並委請同班同學或教學助理(TA)藉由錄播軟體將課程同步或非同步錄播，並於一周內將課程內容傳送本校 Moodle 教學平台，提供無法入境或需隔離(檢疫、自主健康管理)學生線上學習。

(二)同步或非同步線上授課(B類)：

1.同步線上授課(B-1)：課程採用線上教學系統同步線上授課，授課教師應事先提供同步線上授課連結資訊公告於本校 Moodle 教學平台，並提供學生線上討論、提問及複習相關管道。

2.非同步線上授課(B-2)：課程應先行錄製完成，事先提供非同步線上授課連結資訊公告於本校 Moodle 教學平台，並提供學生線上討論、提問及複習相關管道。

(三)開放修讀國際知名線上課程(C類)：

由教學單位/授課教師決定替代原課程之線上課程，或由學生提出欲修讀之線上課程，經教學單位主管或其相關委員會同意後，學生得修讀該線上課程，俟修讀完成取得證明後，教學單位承認課程學分。

若需線上學習課程補助，教學單位得專案提出申請，教務處得視情形審核補助。

(四)承認修讀當地大學(教育部認可之大學)開授課程(D類)：

因疫情無法入境之學生或國際交換學生，須提出欲修讀之國外大學(教育部認可之大學)開授課程，經教學單位主管或其相關委員會同意後修讀，俟修讀完成取得證明後，教學單位承認課程學分。

V. Under special circumstances, as stated in Point III, instructors may take the following measures to adjust their course instruction:

(I) Regular classroom instruction, with course videotapes available for synchronous or asynchronous broadcast (Type A):

Courses are conducted regularly in the classroom. Instructors may assign students to simultaneously videotape and broadcast their instruction live online and submit the course video to Moodle within one week from the date of the instruction, allowing students prohibited entry into Taiwan or undergoing home isolation (quarantine or self-health management) to learn from the platform.

(II) Synchronous or asynchronous online instruction (Type B):

1. Synchronous online instruction (B1):

Course instruction will be conducted and broadcast online synchronously through the online teaching system. The instructor should publicize the information on the asynchronized online teaching link in advance on Moodle, and provide channels for online discussion, questioning and review for students.

2 Asynchronous online instruction (B2):

Course instruction will be videotaped beforehand. The instructor should publicize the information on the synchronized online teaching link in advance on Moodle, and provide channels for online discussion, questioning and review for students.

(III) International online courses as alternatives (Type C):

International online courses may be designated by the academic unit/instructor or proposed by students as alternatives, which shall be approved by the head of the course-offering academic unit. Upon completion and receipt of a certificate, students shall be certified with course credits by the academic unit. Should the need arise for subsidy in this regard, the academic unit shall submit a project application to the Office of Academic Affairs for review and approval on a case-by-case basis.

(IV) Courses offered by overseas universities (accredited by the Ministry of Education) as alternatives (Type D):

Students or international exchange students who are prohibited entry into Taiwan shall propose courses offered by overseas universities (accredited by the Ministry of Education) as alternatives, which shall be approved by the head of the course-offering academic unit and related curriculum committees. Upon completion and receipt of a certificate, students shall be certified with course credits by the academic unit.

六、課程應變調整情形應公布於本校課程查詢網頁及本校 Moodle 教學平台，提供修課學生完整訊息。

VI. Course instruction adjustments should be publicized on the websites of the NCKU Course Information and Enrollment System, and Moodle to provide students with comprehensive information.

七、授課教師得請現有教學助理或學生協助錄播，協助錄播之學生經教學單位主管同意得承抵服務學習學分或通識教育生活實踐課程認證。

VII. Instructors may enlist the help of teaching assistants or students to videotape course instruction. Upon approval by the head of the teaching unit, students who help with the video production will be certified with a credit waiver or transfer for the Course of Service Learning or the General Knowledge Course of Learning by Practice.

八、教務處推廣教育中心提供錄播工具教學影片，並舉辦錄播培訓課程。

VIII. The Center for Continuing Education under the Office of Academic Affairs shall provide educational documentaries on video recording equipment and and organize recording training sessions.

九、必修實作類課程，教學單位得同意學生修讀相關課程抵免。

IX. In case of required practice-oriented courses, the course-offering teaching unit may allow students to complete other related courses for credit waiver.

十、課程評量方式可彈性調整，以書面報告、視訊專題報告、線上測驗或視訊測驗等多元方式，評量學生學習成果，調整後評量方式應公告學生周知。

X. Course grading systems may be flexibly adjusted with multiple means of assessment, including written reports, video project presentations, and online or video tests. Grading criteria adjustments shall be publicized to inform enrolled

students.

十一、防疫期間授課注意事項：

- (一) 教室上課人數應依政府規定辦理，或依規定進行課程教學模式調整。
- (二) 教室應保持通風並定期消毒。
- (三) 教室座位應依政府規定保持社交距離，或請學生全程配戴口罩。
- (四) 授課教師得依課程需要，調整教學活動於戶外安全空間進行。
- (五) 進行實習或實驗課程時，設備應澈底消毒。

XI. Notes on course instructions conducted during the period of epidemic prevention:

- (I) The number of students in the classroom should be set in accordance with government regulations, or be adjusted to the instruction module by regulation.
- (II) Classrooms shall be maintained with good ventilation and be regularly sanitized.
- (III) Classroom seats should be arranged for students to maintain social distancing in accordance with government regulations, or students should wear face masks throughout the class.
- (IV) Instructors may conduct teaching activities in a safe outdoor space according to the needs of the class.
- (V) The equipment should be thoroughly disinfected in the course of a practice or an experiment.

十二、本原則經本校課程委員會通過後實施，修正時亦同。

XII. These principles shall be approved by the NCKU Curriculum Committee before taking effect. Amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of discrepancies between the two versions, the Chinese always takes precedence.