

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

109.02.18.108 學年第 2 次校課程委員會修訂通過

109.05.20.108 學年第 3 次校課程委員會修訂通過

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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。
 1. 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。
 2. 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。
 3. During the period of epidemic prevention, faculty members who meet one of the following qualifications may adjust their course instruction according to these Principles:
 - (1) 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.
 - (2) 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).

(3) Courses taught or studied by instructors and students whom being informed to implement autonomous health monitoring according to the school epidemic prevention measures.

(4) 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。

4. During the period of epidemic prevention, course instructors should keep track of student attendance (e.g., roll-calls or regular seating charts). Students 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)同步或非同步錄播課程(A類)：

1. **A-1 全程實體授課，同步錄播**：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。授課教師應於課程調整前填妥申請表，送教務處課務組登錄。
2. **A-2 部分課程線上授課，同步錄播**：部分課程採同步線上教學，(亦可由授課老師自行錄製課程或委請其現有之教學助理或同學以錄影設備將課程內容錄製後於課程排定時間同步播放)，並於一周內將課程內容傳送本校 Moodle 教學平台，提供選課學生線上學習。授課教師應於課程調整前填妥申請表，經教學單位主管同意後即可開課，課程資訊請送教務處課務組登錄。

(二)遠距課程(B類)：依教育部規定，線上教學時數(非實體授課)大於總課程時數 1/2 者，稱為遠距課程。

1. **B-1 同步遠距課程**：課程透過錄影設備或教學助理錄製，學生於另一端同步收播學習。

2. **B-2 非同步遠距課程**：課程透過錄影設備錄製後傳送線上平台，提供學生非同步學習。(如 MOOCs 遠距課程屬之)
3. 申請程序：授課教師應於開學前提出遠距課程申請表，經教學單位主管同意並送教務處核備後即可開課，後由教務處課務組統一彙整送下次校課程委員會報告。

(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。

(五)開學後課程如因特殊情形須調整教學方式，相關申請程序經教務長同意後，得彈性處理。

5. Under special circumstances, as stated in Point 3, instructors may take the following measures to adjust their course instruction:

(1) Synchronous or asynchronous course instruction (Type A):

(1-1) A-1 Regular classroom instruction:

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 to learn from the platform. Instructors shall submit the completed application form for this type of course instruction to the Curriculum Division for administrative registration by the courses instruction adjustments.

(1-2) A-2 Partial online instruction:

Courses are partially conducted online. Instructors may videotape and broadcast their instruction live online, or assign teaching assistants or students to do so, broadcast their instruction on the course regular schedule time, and submit the course video to Moodle within one week

from the date of the instruction, allowing enrolled students to learn from the platform. Instructors shall complete the application form for this type of course instruction, which shall be approved by the head of the teaching unit. Related course information shall be submitted to the Curriculum Division under the Office of Academic Affairs for administrative registration by the courses instruction adjustments.

(2) Distance instruction (Type B): According to the regulations of MOE, a course with online instruction (non-classroom instruction) exceeding 1/2 of its total teaching hours is referred to as a distance learning course.

(2-1) B1 Synchronous distance instruction:

Course instruction will be videotaped and broadcast live, through related networks, or by teaching assistants, to students at their terminals.

(2-2) B2 Asynchronous distance instruction:

Course instruction will be videotaped and transmitted to the online learning platform for students to learn (e.g., MOOCs).

(2-3) Application procedures:

Instructors shall submit the completed application form for distance instruction to the head of the course-offering academic unit for approval and to the Curriculum Division for records by the opening date of the semester.

(3) 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.

(4) 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.

(5) After the beginning of the semester, those needing to adjust their course instruction under special circumstances may submit an application according to related procedures. Upon approval by the Vice President for Academic Affairs, flexible adjustment may be made.

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。

6. 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。

7. 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。

8. 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。

9. 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。

10. 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，課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。教室應保持教室通風並定期消毒。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。授課教師可依課程需要調整於戶外安全空間進行教學活動。(本校教學空間防疫作業流程圖，如附圖 1，得視疫情發展，彈性調整。)

11. During the period of epidemic prevention, number of people in the classroom should follow the government regulation, or adjusting the instruction module by regulation, classrooms shall be maintained with good ventilation and be regularly sanitized. The classrooms seats should be with social distances according to the government regulation, or students with face mask in all class period. Instructors may conduct teaching activities in a safe outdoor space according to the needs of the class. (*NCKU Flow Chart for Classroom Space Epidemic Prevention* (Attachment 1) may be adjusted flexibly according the epidemic development).

十二、 外籍學生，防疫期間因特殊原因無法入境者，其修讀課程得比照本原則辦理。

12. In case of international students who fail to enter Taiwan under special circumstances, their courses may be administered according to these Principles.

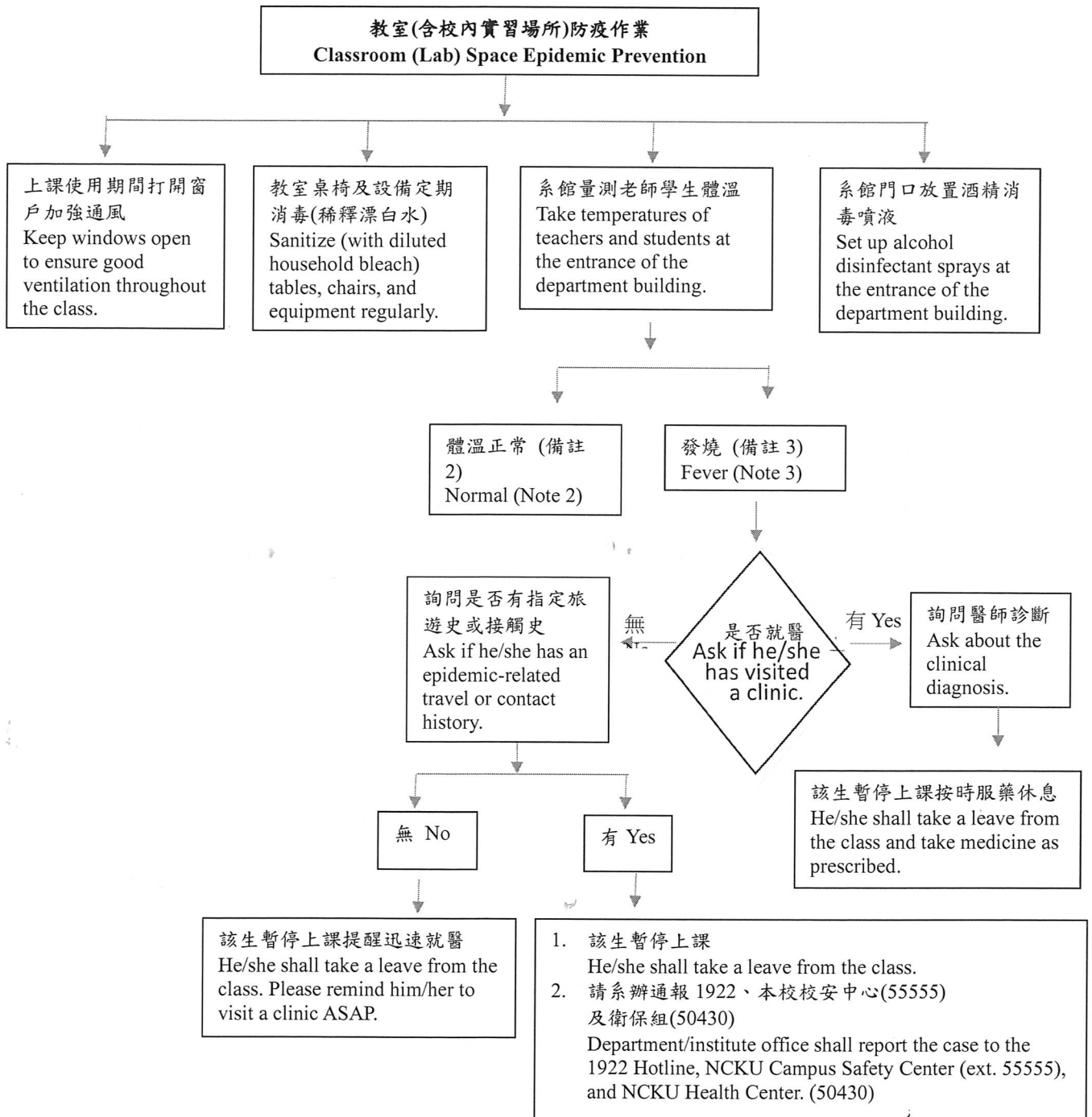
十三、 本原則經本校課程委員會通過後實施，修正時亦同。

13. These guidelines and their revisions are in effect subject to the approval of the NCKU Curriculum Committee.

The English version was translated from the original Chinese text. In case of discrepancies, the Chinese shall take precedence.

國立成功大學教學空間防疫作業流程圖

NCKU Flow Chart for Classroom Space Epidemic Prevention



備註(Notes)：

- 請提醒學生應自我健康監測，如有發燒時請盡速就醫，並請假。(請假不列缺席扣分)
Please remind students to monitor their personal health. Those with fever should visit a clinic ASAP and take a sick leave (which will not be penalized as an absence or grade-point deduction).
- 學生如有輕微呼吸道症狀(如輕微咳嗽、未發燒)，請盡速就醫，如確認無礙後，全程戴口罩上課，並請就坐於教室後方通風處(與同學保持 1 公尺以上距離)。
Students with minor respiratory symptoms (such as mild cough without fever) should visit a clinic ASAP. If confirmed safe, they should wear a facemask and be seated in a well-ventilated place at the back of the classroom (in one meter distance from other students) throughout the class.
- 發燒：額溫 37.5 度 C 以上或耳溫 38 度 C 以上。
Fever: A forehead temperature of over 37.5° C, or an ear temperature of over 38° C.