

東海大學因應嚴重特殊傳染性肺炎註冊、修課相關問答集

V7

THU Q&A's Concerning Enrollment and Course Registration due to Novel Coronavirus

I、共同性問題 General questions

No.	I、共同性問題 General questions	洽詢單位 Please call
I-Q1	學校何時開學？ When does school start?	
Ans.	因應嚴重特殊傳染性肺炎防疫，本校延後至 2020 年 3 月 2 日開學，調整後之行事曆已報奉教育部核定並公告於本校首頁，重要時程調整如下： ➤ 開學日：03/02 ➤ 期中考試：04/25~05/02 ➤ 畢業考試：06/01 ~06/05 ➤ 畢業典禮：06/13 ➤ 期末考試：06/29 ~07/04 ➤ 學期考試結束日：07/04 March 2, 2020. The adjusted Calendar has been approved by MOE and posted on the THU Frontpage. ➤ School begins：03/02 ➤ Midterm exam：04/25~05/02 ➤ Graduation exam：06/01 ~06/05 ➤ Commencement：06/13 ➤ Final exam：06/29 ~07/04 ➤ Ending day of final exam：07/04	註課組 04-23590121 #22101~9 Registration and Curriculum Section 04-23590121 #22101~9

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I-Q2	註冊費繳納時間有延後嗎？ Is tuition payment delayed and until when ?	
Ans.	1. 註冊費繳納時間延後至 2/21(五)前完成。請注意超過 2/21 繳費期限後，校外繳費通路全部關閉，僅能持現金至本校出納組繳納註冊費。 2. 繳費單列印：本校不寄發紙本繳費單，請自行依下列 3 管道，擇一列印。 (1)本校首頁→熱門連結→列印及查詢註冊費繳款單。 (2)本校首頁→在校學生→「學生資訊系統」→註冊/住宿/保險註冊費明細查詢。 (3)「中國信託校務入口網站」。 3. 繳費方式：可使用下列 5 種方式，擇一繳費。 (1)「中國信託銀行各分行」臨櫃繳費。 (2)「郵局」臨櫃繳費。 (3)「ATM 轉帳」：操作時請選擇【繳費】，需依繳費單所列應繳合計金額一次繳付，繳費金額不受 3 萬元之限制。 (4)「超商」：限 6 萬元以下。 (5)「信用卡（含銀聯卡）」。 1. The tuition payment should be before 2/21(Friday). Please note all electronic transmissions close after 2/21 and payable since only with cash at the Cashier's Office.	會計室 04-23590121 #28002 Accounting Office 04-23590121 #28002

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	2. No hard copy of the tuition payment form will be mailed. Please go by one of the following 3 options : (1)THU Frontpage →Hot Links→Inquiry and Printing of Tuition Payment Form (2)THU FrontPage →In-school Student→「Student Info System」→Registration/Dorm/Insurance and Tuition (3)「China Trust for Schools (中國信託校務入口網站)」 3. Options for payment : one of the following 5: (1)「All Branches of ChinaTrust」in cash (2)「Post Office」in cash (3)「ATM Transfer」: Please press 【Transfer】 and key in the exact amount, not limited to 30 thousand at one transfer (4)「Convenience stores」: under 60 thousand (5)「Credit card (Union Pay)」	
I-Q3	選課時間有延後嗎？ Is the course registration deadline postponed ?	
Ans.	本學期重要選課時間調整如下： 1. 網路加退選：第一階段 2/24~2/26 (2/28 公告結果)；第二階段 3/1~3/4 (3/6 公告結果)。 2. 特殊人工加選：3/2~3/6：大一英文/大二英文/中文。 ➢ 3/2~3/11：未達 14 學分之大四生通識課程。 ➢ 3/9：系所/日文/第二外語/軍訓。 ➢ 3/10：體育。	註課組 04-23590121 #22110~5 Registration and Curriculum Section 04-23590121 #22110~5

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	➤ 3/11：多元學習。 ➤ 3/12：通識課程。 3. 網路退選：2/24~3/13。 4. 特殊退選：3/16~3/27。 5. 網路確認課表：3/16~3/27。 Dates adjusted for course registration: 1. Internet drop-and-add: 1st stage 2/24~2/26 (2/28 results out) ; 2nd stage 3/1~3/4 (3/6 results out) 2. Extraordinary manual add: ➤ 3/2~3/6：Freshman English/Sophomore English/Chinese ➤ 3/2~3/11：General Education for seniors under 14 credits ➤ 3/9：departments (graduate schools)/Japanese/Second Foreign Languages/National Defense。 ➤ 3/10：P.E. ➤ 3/11：Inter-disciplinary Courses ➤ 3/12：General Education 3. Drop via the Internet：2/24~3/13。 4. Extraordinary drop：3/16~3/27。 5. Confirmation via the Internet：3/16~3/27。	

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I-Q4	參加赴陸短期教育交流與學生研修（交換、實習）是否暫緩？ Is short-term study (exchange or internship) in China paused?	
Ans.	1. 考量維護全體師生健康，赴陸進行相關短期教育交流及學生研修（交換、實習）等活動，均暫緩辦理，視後續疫情發展再恢復交流活動。 2. 學校各相關單位得審酌學生身心狀況及學習需要，協助學生保留赴境外修讀雙聯學位、研修或交換（窗口為國際處）、參與海外實習、職訓課程、建教或產學合作計畫等資格（窗口為原始公告單位，如：各系所、就友室）。 3. 取消大陸地區實習後的處理措施如下： (1)於第 2 學期返校修課，須於加退選期間進行選課作業。 (2)仍想進行校外實習者，請系所協助找尋合適替代實習職缺，惟至遲須於開學後第 3 週前（2020 年 3 月 20 日前）完成實習相關作業，並完成加選實習課程。 4. 原居住地為大陸地區之學生，依學生意願可繼續進行實習。 1. To safeguard health, studies/visits (exchanges and internships) are all withheld until the epidemic is under control. 2. All units should help with reserving future opportunities to resume dual degree pursuits, studies, or exchanges (Office of International Relations); internship abroad, professional training, or corporation-academic cooperation (THU Placement and Alumni Office and respective departments). 3. Alternative measures after internships in China are cancelled: (1)Return to school in the 2nd semester and register for a course during the drop-and-add period (2)Anyone still intending for an off-campus internship should seek help from the department in arranging a substitute	國際處 04-23590121 #28501 各學系 或 辦理單位 Office of International Relations 04-23590121 #28501 Departments and related units

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	internship vacancy but all the necessary arrangements (contract with the manufacturer and registration with the school) need to be completed by March 20, 2020. 4. Students from Mainland China may continue the internship upon their own discretion.	
I-Q5	參加國內實習課程如何因應？ Domestic internships?	
Ans.	1. 參與實習學生需密切注意疫情資訊，並遵守實習紀律、自主健康管理及身體情況通報等規定；學生應遵從實習指導老師之教誨，各項醫療照護程序應完全按照標準作業程序。 2. 實習起訖時間不受延後開學影響，係依原訂時間或依各實習廠商規定辦理。 3. 受疫情影響限制入境而無法實習： (1)實習課程屬性為必修：學系於學生所處當地另尋實習廠商，如無合適實習廠商，由學系擬定替代課程方案。 (2)實習課程屬性為選修：取消實習。 4. 實習學分認定： (1)實習期間如因感染病毒就醫、隔離措施、公司停工等原因而致實習時數不足者，不受 1 學分至少實習 60 小時之規範，僅需於實習時數證明後加附學系說明佐證。 (2)實習期間如因感染病毒、相關政策等因素致無法繼續實習者，其實習學分認定，由學系依照實習時數比例給予相當之學分數。 5. 前往醫療院所進行實習之學生，如實習醫院未將實習生按照一般醫療人員需要處理，請通報學系，並請學系回報教務處。	各學系 或 辦理單位 Departments or Units in charge

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	1. Students in the internship should heed the development of the epidemic, follow regulations, heed one's own health, and alert the school when situations arise; they should follow the instructions of the internship advisors and the SOP of medical care if needs be. 2. The length of the internship runs as contracted with the manufacturer and is not affected by the delayed start of the semester. 3. Internships withdrawn due to restriction of entry: (1)If the internship is compulsory, the department should seek an alternative internship opportunity where the student is located; otherwise, an alternative course should be proposed by the department. (2)If the internship is elective, then it should be directly cancelled. 4. (1)The standard of 1 credit for at least 60 internship hours does not bind the possible hour insufficiency due to virus infection, quarantine, company suspension,...etc. But the department (institute/degree program) should give a special notation next to the certificate of internship hours. (2)During the internship period, if the internship cannot be continued due to virus infection or policies of restriction, the internship credits shall be determined by the department in proportion to the actual hours completed. 5. If a student in the hospital for the internship is not given the standard preventive measures, please report to the concerned department, which should then alert the Office of Academic Affairs.	

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II、受疫情影響而無法順利就學之學生 Students unable to return due to the epidemic

No.	II、受疫情影響而無法順利就學之學生 Students unable to return due to the epidemic	洽詢單位 Please call
II-Q1	如何辦理註冊？收費標準及如何繳納註冊費？ How to register? How much money to pay for tuition and what are the methods of payment?	
Ans.	1. 學生得以通訊或委託他人向教務處註冊組辦理註冊，至遲須於開學後第 3 週前（2020 年 3 月 20 日前）完成註冊及選課相關手續。 2. 因防疫隔離期間，無法到校上課之學生，得逕自生輔組網頁下載請假單，檢具相關證明以通訊方式或委託他人向任課教師辦理請假手續，隔離期間之防疫假不受缺曠課、勒令休學規定限制。 3. 若受疫情影響若 3 月 20 日前仍無法入境，已註冊之學生得檢具休學申請書以通訊或委託他人向教務處註冊組補辦休學，且本次休學不計入休學年限，已繳納之學雜費可申請退費。 4. 無法入境學生收費標準及繳費方式，請參閱【註冊繳費之因應措施】。 1. Via correspondence to or in care of a designee at the Registration and Curriculum Section by the latest before the 3rd week (March 20, 2020) to complete registration and course registration. 2. Absentees due to quarantine may download application forms for leave of absence on the Website of Student Affairs to be excused by instructor concerned (with related proofs) via correspondence to or in care of a designee. Quarantine absence is not bound by attendance policy that may lead to suspension. 3. If the epidemic prevents entry after March 20, the registered students may fill an Application Form for Suspension and apply via correspondence to or in the care of a designee. Payment can be refunded and the suspension this time does not count toward the maximum length of suspension years. 4. Students prevented from entry, please refer to 【Tuition and Payment】 for charges and methods of payment.	註冊組 04-23590121 #22101~9 生輔組 04-23590121 #23009 會計室 04-23590121 #28002 Registration and Curriculum Section 04-23590121 #22101~9 Student Affairs 04-23590121 #23009 Accounting Office

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		04-23590121 #28002
II-Q2	如何選課？無法修足最低學分如何處理？ How to register for a course? And what about credits under semester minimum?	
Ans.	1. 學生選課方式可透過網路選課進行登記，無須至開課單位臨櫃辦理。如有特殊課程須採人工處理，可透過 Email 郵件或其他電子通訊方式，聯繫開課單位進行協助。 2. 放寬學生每學期選課最低學分下限限制，惟仍須修習至少一門實體或遠距課程，以維持學生在學學籍，至遲須於開學後第 3 週前（2020 年 3 月 20 日前）完成選課相關手續。 3. 學生所修科目學分如未達每學期最低應修科目學分，得依所修學分數繳交學分費，毋須繳交全額學雜費。 1. Via the Internet on the system or email the departments that offer the courses. 2. Minimum Semester Credits Policy does not bind the students affected by the quarantine. However, one distance-learning or actual course is still a must to retain student status and course registration must be completed by March 20, 2020. 3. Students under regular semester credits pay only the actual fee for credits taken and not the regulated full sum.	註課組 04-23590121 #22110~5 Registration and Curriculum Section 04-23590121 #22110~5
II-Q3	若無法入境，修課如何因應？ How to take courses if unable to return?	
Ans.	完成註冊然因疫情無法入境之學生，本學期如欲保留在學身分進行修課，得於 2020 年 3 月 20 日前選擇修習「台灣線上課程」至少一門課程，或是申請以交換生或自費研修生身分於境外修課。詳細說明如下：	註課組 04-23590121 #22110~5

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	方案一：台灣線上課程 (1)本校實體課程搭配 i Learn 愛學網線上授課：以應屆畢業生之必修課程為主，其他年級課程則由授課老師自行彈性決定，惟實驗及操作課程不適用。教師需自備具鏡頭及麥克風之筆記型電腦，學生則以桌上型電腦或筆記型電腦同步學習。 (2)本校遠距教學課程：透過網路選課或以電子通訊方式聯繫開課單位協助人工加選。 (3)校外遠距教學課程：填寫「校際選課申請表」，並以通訊方式向註課組提出申請，經學系院審核同意後，由註課組協助寄送他校進行簽核，經本校及他校同意者則可進行修課。 方案二：境外課程 得申請以交換生或自費研修生身分進行修課，可修習課程類型包含實體課程及遠距教學課程。惟此方案僅限因疫情未能入境之陸港澳學生，修習學校須為教育部認可學校名冊（大陸地區大學及高等教育機構認可名冊、香港／澳門專科以上學校認可名冊）及與本校簽有姊妹校協議之校院。 前述方案考量課程銜接及整體性學習，建議以「方案一：台灣線上課程」為優先。 Registered students prevented from entry but intending to retain student status may (by March 20, 2020) take at least an online course offered in Taiwan or a course in non-Taiwan areas under the status of exchange student or just pays the fee. More details as the following: Plan A: An online course in Taiwan (1)THU instructors launch the online sync mode at i-Learn (primarily for graduating seniors); courses for under seniors are up to individual teachers' discretion and own arrangements. Labs and the like should be excluded.	Registration and Curriculum Section 04-23590121 #22110~5

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	(2)THU distance-learning courses: please register via the Internet on the system or by emailing the course offering units. (3)Off-campus distance-learning courses: please fill the application form and apply via correspondence. With the agreement of related departments, the Registration and Curriculum Section will process to obtain cross-campus agreements from other universities. Plan B: A course in non-Taiwan areas The student may take a course under exchange student status or just pay the fee. It could be an actual course or an online course but this option is limited to students from China, Hong Kong, and Macau affected by the epidemic. The course-offering institutes have to be the ones acknowledged by the Ministry of Education and the ones with bilateral academic cooperation agreement with THU. Our suggestion: please prioritize Plan A.	
II-Q4	如何辦理休學？ How to apply for a suspension?	
Ans.	學生得檢具休學申請書以通訊或委託他人向教務處註冊組辦理休學，毋須繳納相關學雜費用，申請時以 108 學年度第 2 學期為原則，且此次休學不計入休學年限。休學期限屆滿仍無法復學者，得予專案延長休學期限。 Fill an Application Form for Suspension and apply via correspondence to or in the care of a designee. Payment can be refunded and the suspension is for the 2nd semester of 108 academic year, which does not count toward the maximum length of suspension years and extendable if epidemic does not ease.	註冊組 04-23590121 #22101~9 Registration and Curriculum Section 04-23590121 #22101~9

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II-Q5	修業年限屆滿應如何處理？ What about having reached the length of study but cannot complete due to the epidemic?	
Ans.	修業期限屆滿仍無法修畢應修科目或學分者，學校得專案延長其修業期限。 To be extended by the school as a special case.	註課組 04-23590121 #22101~9 Registration and Curriculum Section 04-23590121 #22101~9
II-Q6	若學業考試不及格退學時，成績如何處理？ What to do if failing courses this semester that lead an expulsion?	
Ans.	大學部學生倘因疫情因素影響身心狀況及學習導致學業成績不及格退學者，得專案報請撤銷一次學業成績達二分之一或三分之二學分不及格之記錄。 Those in question who fail ½ or ⅔ of credits this semester will not be reported for record due to the influence of the epidemic.	註課組 04-23590121 #22101~9 Registration and Curriculum Section 04-23590121 #22101~9
II-Q7	碩、博士班學生若無法入境，學位考試如何處理？ What to do with the degree exam if entry prevented (graduate students)?	

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Ans.	1. 碩、博士班學生申請 108 學年度第 2 學期學位考試，需先行完成註冊及選課相關手續，並依學位考試規則於 2020 年 7 月 31 日前完成學位考試即可。 2. 限制入台之學生，得申請以視訊方式進行學位考試，請填妥「因應嚴重特殊傳染性肺炎視訊學位考試申請表」經指導教授、系所、學位學程主任同意後，送教務處辦理，系、所、學位學程並應全程錄影存檔備查。 1. Please finish registration for the degree exam scheduled for the 2nd semester fo 108 academic year and have it done (passed) by July 31, 2020. 2. Graduate students restricted for entry please fill the「Application for Web Cam Degree Exam due to Novel Coronavirus」, have it approved by the advisor and the director of department (graduate school/program). The oral defence should be recorded for record all throughout.	註課組 04-23590121 #22101~9 Registration and Curriculum Section 04-23590121 #22101~9
II-Q8	缺修之科目會影響畢業資格，是否有彈性因應措施？ Are there alternative measures for a missing course that affects graduation?	
Ans.	畢業學分包含：共同科目、通識學分、系必修、系指定選修、英文門檻、體育門檻...等，由各學系及專責單位負責，請依所缺科目洽詢各專責單位，討論如何替代或認定。 1. 共同科目： (1) 中文：中文系。04-23590121#31103 (2) 大一英文、大二英文：英語中心。04-23590121#31901 (3) 軍訓：軍訓室。04-23590121#30800 (4) 體育：體育室。04-23590121#30700	各專責單位 Units in charge

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	(5) 勞作：勞教處。04-23590121# 2. 通識學分：通識中心。04-23590121#22700-22704 3. 系必修、系指定選修：各系、所、學位學程。 4. 體育門檻：體育室。04-23590121#30700 5. 英文門檻：各系、所、學位學程。 6. 輔系、雙主修及學分學程：請洽詢各系辦公室或學分學程辦理單位。 For credits required to qualify for graduation, such as common subjects, General Education, departmental specifics (required & compulsory electives), English Exit requirement, and P.E., please check with the concerned units for alternatives. 1. Common subjects: (1) Chinese: The Chinese Department, 04-23590121#31103 (2) FENM and SENM: the ELC, 04-23590121#31901 (3) National Defense: The Military Office, 04-23590121#30800 (4) P.E.: The P.E. Office, 04-23590121#30700 (5) Student Community Service: Office of Student Labor, 04-23590121# 2. General Education: The General Education Center, 04-23590121#22700-22704 3. Department Specifics (required & compulsory electives): respective departments	

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	4. P.E. Exit Requirement: The P.E. Office, 04-23590121#30700 5. English Exit: respective departments and programs 6. Double-major, minor, and credit-program: respective departments and programs	
II-Q9	由於延後二週開學，如影響到原本暑期實習、考試或其他無法變更之行程，是否有彈性因應措施？ Are there alternative measures if the 2-week delay of the start of school affects summer internships, exams, or other unalterable plans?	
Ans.	如果因延後二週開學而影響到原定無法變更之行程事宜，學生得與課程授課教師反映溝通，由授課教師考量彈性調整作法。 Please check with your instructor to make flexible arrangements.	各授課教師 Respective teachers
II-Q10	境外生無法入境者，學位證書如何領取？ How to obtain the diploma if prevented from entry?	
Ans.	1. 108 學年度第 1 學期碩、博士班畢業生離校手續得延長至 2020 年 3 月 20 日前以通訊方式辦理。 2. 108 學年度第 2 學期畢業生離校手續得以通訊方式辦理。 3. 以上請檢附畢業生離校手續單（ 「學生資訊系統」 下載）、學生證影本及收件人姓名地址名條，郵寄至「40704 臺中市西屯區臺灣大道四段 1727 號；東海大學教務處註課組收」。 1. Students who finished in the 1st semester of 108 academic year may handle procedures for leaving school by	註課組 04-23590121 #22101~9 Curriculum Section 04-23590121 #22101~9

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	correspondence by March 20, 2020. 2. Students graduating in the 2nd semester may handle procedures for leaving school by correspondence. 3. Application form for leaving school is available at 「Student System」, please download, fill in the info, and mail to Registration and Curriculum Section, Office of Academic Affairs, No.1727, Sec.4, Taiwan Boulevard, Xitun District, Taichung, Taiwan 40704.	
II-Q11	境外生申請如何申請轉系？ How do students from non-Taiwan districts apply to change major?	
Ans.	1. 申請轉系時間已調整為 2020 年 4 月 6 日至 4 月 10 日。 2. 境外生可以通訊申請，申請書請至註課組網頁下載，填寫完成後可郵寄至東海大學註課組或 email 至 shutuan@thu.edu.tw。 3. 陸生申請轉系需當年度該系有招收陸生始得申請，詳參更新後簡章第 12~14 頁（核定招收大陸地區學生系所一覽表），更新後簡章亦可至本組網頁>公告下載。 1. The application period is now adjusted from April 4 to April 10, 2020. 2. This may be processed via correspondence or email to shutuan@thu.edu.tw. 3. Students from Mainland China can only transfer to departments that have vacancies for Mainland China students. Please refer to page 12~14 in the Adjusted Brochure for Admission (chart of departments admitting Mainland China students). The new brochure is also available on the bulletin board of Registration and Curriculum Section Website.	註課組 04-23590121 #22101~9 Curriculum Section 04-23590121 #22101~9

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II-Q12	如何申請停修？ How do students straying abroad apply for course drop?	
Ans.	放寬期中考後停修申請課程數及最低學分下限限制，惟停修後仍須修習至少一門課程，開放申請期間為 2020 年 5 月 25 日至 6 月 12 日。 Lowering the minimum credit limit after the post-midterm extraordinary drop to still at least maintaining one course. Application period is from May 25 to June 12, 2020. Please contact Registration and Curriculum Section.	