

111 學年第二學期 長榮大學因應新冠肺炎疫情學生安心就學措施 CJCU Study at Ease Project for COVID-19 Prevention

112.1.11 長榮大學「嚴重特殊傳染性肺炎」(COVID-19)防疫小組第 80 次會議通過

適用對象：依中央流行疫情指揮中心公告限制或暫緩入境之 111 學年度第 2 學期新生、復學生。

Qualification: Freshman and returning students of the second semester (Spring 2023) who had been barred from entering Taiwan in accordance with the announcement of Central Epidemic Command Center.

類別 Category	安心就學措施 Measures Taken in Study at Ease Project
一、報到入學、 註冊繳費 Registration and Payment	<ol style="list-style-type: none"> 1. 無法返台之新生得以通訊方式辦理報到、註冊手續，相關學歷證件經學校審查且完成繳費者，即完成註冊程序。 <ol style="list-style-type: none"> I. The freshmen who is not able to come to Taiwan could apply the registration by communication methods. The registration procedure will be completed after the relative certifications of degree have been approved by the University and the tuition has been paid. 2. 學生因防疫無法於開學期間繳費註冊者，繳費時間可延至第四週(2023 年 3 月 10 日前)。 <ol style="list-style-type: none"> II. Students who are unable to come to school for registration due to COVID-19 prevention during the new semester (Spring 2023), the registration and payment could be extended up to the 4th weeks (before Mar. 10, 2023). 3. 申請方式：請至註冊課務組網頁→表單下載→註冊業務申請表單，下載「因新冠肺炎防疫延後註冊申請單」。填妥資料經相關單位核准後送註冊課務組辦理。 <ol style="list-style-type: none"> III. Please download the “COVID-19-Prevention Registration Delay Form” on the website of Registration and Curriculum Section → downloads → Application Forms (Student). After completing the form, please email it directly to your department. The department will get approval from their chair and send the documents to the Registration and Curriculum Section before Mar. 10.
二、選課 Course Registration	<ul style="list-style-type: none"> ● 加退選階段(2023 年 2 月 13 日至 2 月 24 日) ● Add-or-drop courses (Feb. 13 to Feb. 24, 2023) <p>(1)請於選課系統進行加選或退選。</p> <p>(I) Please access the registration system to add or drop the course directly.</p>

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	<p>(2) 無法於網路選課或原先課程停開等因素，欲加退選課程，得委託他人於第 4 週(2023 年 3 月 6 日~3 月 10 日)填寫紙本異常處理單，經任課老師與系主任核准簽章後送註冊課務組辦理。</p> <p>(II) Students who cannot add courses online or need to drop courses due to courses closed are required to fill out the paper application for “Change of Course Registration Form”.</p> <p>Step 1- Download the “Change of Course Registration Form”.</p> <p>Step 2- Each application shall be approved by the course instructor and the respective departments.</p> <p>Step 3- Send the form to the Registration and Curriculum Section from Mar. 6 to Mar. 10, 2023.</p> <p>(3) 加退選期間因防疫無法到課之學生，由註冊課務組依學生修課情形通知任課老師，說明不列入缺席扣分記錄。</p> <p>(III) The Registration and Curriculum Section will inform the instructor about student's situation that the leave is not included in the absence penalty record according to the students who are unable to return to school due to coronavirus prevention.</p> <p>(4) 因班機延後返台，加退選期間無法上課，事後到課若覺得所選課程不如預期欲調整者，得於開學日後 6 週內(2023 年 3 月 24 日止)填寫紙本異常處理單，經任課老師與系主任核准簽章後送註冊課務組辦理。</p> <p>(IV) If students cannot catch up with the lessons due to the absence during this period, you may apply the “Change of Course Registration Form” for obtaining the instructor’s approval before Mar. 24, 2023. Please download the “Change of Course Registration Form” on the website of Registration and Curriculum Section → downloads → Application Forms (Student).</p>
三、學分抵免 Credit Transfer	<ul style="list-style-type: none"> ● 辦理學分抵免(2023 年 2 月 13 日至 2 月 24 日) ● Credit Transfer (Feb. 13 to Feb. 24, 2023) <ol style="list-style-type: none"> 1. 請於學生系統申請學分抵免。 <ol style="list-style-type: none"> I. Students can access the student system to apply credit transfer directly. 2. 因防疫無法於期限內完成，可延至第 6 週(2023 年 3 月 24 日)，以紙本方式填寫抵免學分申請單。 <ol style="list-style-type: none"> II. If students cannot apply online within the deadline, they can fill out the application for “CJCU Credit Offset Application Form”. Please send the form to the Registration and Curriculum Section before Mar. 24, 2023.

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	<p>申請方式：請至註冊課務組網頁→表單下載→註冊業務申請表單，下載「抵免學分申請單」。</p> <p>Please download the “CJCU Credit Offset Application Form” on the website of Registration and Curriculum Section → downloads→ Application Forms (Student).</p>
<p>四、修課方式 Course Implementation Methods</p>	<p>1. 因防疫措施無法於加退選結束前到課之學生，由註冊課務組通知任課老師，請教師上傳課程內容或教材至各類教學平台，加退選結束後仍無法到課之學生，請其任課教師提供同步或非同步網路教學；若屬不適宜提供之實驗類課程等，則請授課教師酌情調整學習內容供學生自主學習。</p> <p>I. The Registration and Curriculum Section will inform the instructors to upload the contents of courses or teaching materials to CJCU Go-Learning Platform according to the students who are unable to attend the class before the add-or-drop courses deadline due to coronavirus prevention. The instructor may offer the synchronous or asynchronous online courses to CJCU Go-Learning Platform for the students who are unable to come to the class after add-or-drop courses. If a course is not available for online teaching such as experimental curriculum or practicums or internships, the instructor may adjust it case-by-case basis for student’s self-learning.</p> <p>2. 學生與授課老師聯繫，商討課程銜接及自主學習等事宜。</p> <p>II. Students should contact the instructors to discuss issues such as course connection and self-learning.</p>
<p>五、考試成績 Examination Grade</p>	<p>學生因防疫無法全程參與課程或各項評量者，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>When students are unable to attend courses or examinations due to COVID-19 prevention, their instructors can take flexible measures to evaluate their achievement according to the content of each subject, such as make-up examinations. The make-up examination will be regarded as a formal examination.</p>
<p>六、學生請假 Leave of Absence</p>	<p>依本校學生請假辦法規定，學生可至學生系統之請假申請作業請假。</p> <p>According to “Chang Jung Christian University Regulations Governing Student Leaves of Absence”, students may apply for leave online.</p>