

# 公告本校全遠距線上教學授課計畫延長至 109 學年度第二學期止

Announcement on Extension of Remote Online Teaching for All Classes Until End of Second Semester of Academic Year 2020

主旨：

因應 COVID-19 疫情升溫，本校自 110 年 5 月 15 日中午起全面實施線上教學授課計畫。因全國已進入第三級防疫警戒，本校配合中央疫情指揮中心、教育部(5 月 19 日最新通報)及雙北防疫政策，全遠距線上教學授課計畫實施延長至本學期結束。

Brief:

Due to the worsening pandemic situation, the school has adopted remote online teaching for all classes since 15<sup>th</sup> May. As the entire country has been heightened to Level 3 Alert, in accordance with the directive issued by the Central Epidemic Command Center as well as the pandemic measures from the Ministry of Education (latest update 19<sup>th</sup> May) and the Taipei City and New Taipei City governments, the school shall extend its remote online teaching plans till the end of this semester.

說明：

Details:

## 一、 線上學習相關措施：

1. 課程之教學安排與評量方式，授權授課教師與系所單位以彈性多元方式處理，院級單位適時給予輔導和協助，並採從寬認定為原則。
2. 教師得運用校內教學設施進行遠距教學安排。
3. 學校首頁設置遠距教學專區(<http://140.136.251.64/Outlines/fju/>)，匯集遠距教學相關資訊提供全校師生運用。

### I. Measures pertaining to online learning:

- a. Teachers and academic departments shall adopt a flexible approach vis-à-vis the planning and assessment of academic modules. Each college shall render counselling and assistance wherever necessary, keeping in mind leniency as a principle.
- b. Teachers may use school facilities to plan for remote teaching.
- c. A dedicated page for remote teaching can be found on the school's homepage (<http://140.136.251.64/Outlines/fju/>), whereby all relevant information on remote teaching is made available to all teachers and students.

## 二、 實習/實驗相關課程：

- II. Academic modules involving internship/experiments
  - a. For modules that involve experiments, internships, practical work, technical skills and so forth, teachers may plan for other suitable substitute teaching plans or switch to online demonstrations, mock demonstrations, etc.
  - b. Students who feel the need to conduct experiments/practical work for the purpose of their learning shall receive assistance from the relevant academic departments on a case-by-case basis. The departments shall assess the necessity of these experiments/practical work in lieu of the academic module, the safety of the students with regard to pandemic prevention measures, the suitability of the location whereby experiments/practical work is to be conducted vis-à-vis pandemic prevention measures, and so forth in coming up with a comprehensive plan to render their assistance to the students.
  - c. In effect, all practical/internship modules shall switch to online/alternative teaching methods, with the internship experience/hours and the relevant academic credits accrued to the internship to be assessed by the competent academic department, keeping in mind leniency as a principle.
  - d. For modules which cannot be taught via remote online teaching, or for students who wish to continue with their internship at their respective places of employment (to be assessed on a case-by-case basis), the relevant departments shall assess the necessity of the internship in lieu of the academic module together with the employer, the safety of the student interns with regard to pandemic prevention measures, the suitability of the location whereby the internship is to be conducted vis-à-vis pandemic prevention measures, and come up with a comprehensive plan to assist the student in completing their learning in line with the wishes of the student.

1. 實驗、實習、實作、術科等課程進行，可另規劃合適之教學替代方案或改以線上觀摩、模擬操作等方式進行。
2. 個別學生基於學習需求需進行實驗、實作，經系所評估課程的必要性、學生的防疫安全、該場域防疫管理等情形並有完善規劃，得尊重學生意願下予以協助。
3. 實務實習課程原則改採線上或其他替代教學方式，實習成效、時數核算與學分採認由系所評估實習性質從寬規劃認定標準。
4. 實務上無法用線上授課方式進行，個別學生基於學習需求擬繼續實習，仍希望續留實習場

所實習，經系所與實習場所評估實習課程的必要性、實習學生的防疫安全、該實習場所環境安全等情形，並有完善規劃，得尊重學生意願繼續實習。

5. 醫事類實習課程：

- i. 醫學生：在安全無虞的前提下，仍應到院實習(於照顧病人中學習)。若有院內感染疑慮之實習醫院，應彈性調整實習地點或實習方式，其餘實習醫院如均已進行院區保全之篩檢，仍可正常進行臨床實習。另醫院應給予足夠的個人防護物資，並給予足夠指導，不得安排到風險單位實習(例如:收治確診病人的單位、急診室、室內室外篩檢站等)」。
- ii. 其他醫事類科學生：其他各醫事類科的實習課程原則改採虛擬或其他方式替代。但如個別學生基於學習需求仍希望續留實習場所實習，經學校與實習場所評估實習課程的必要性、實習學生的防疫安全、該實習場所的醫療量能等情形並有完善規劃，得尊重學生意願。
- iii. 另依 109 年 12 月本部與考選部、各醫事相關校系及學會共同商定的「大專校院醫事類科因應嚴重特殊傳染性肺炎疫情之實習課程應變機制」，當教學醫院停止實習時，實習課程授課方式宜有彈性的處理方式，得以一定比率內採虛擬(線上、視訊、直播)或其他(模擬教室、業師或臨床教師到校)等方式，替代實體臨床授課。

Modules related to medical internships

- For medical students: With safety as a prerequisite, medical students shall continue with their clinical clerkships at hospitals (learning through caring for patients). For hospitals with suspected cases of infection, students should be allowed to intern elsewhere or have flexible measures in place for their clerkship. For all other hospitals which has undergone testing, students may continue with their clinical clerkships as per normal. The hospitals should provide sufficient protective equipment and guidance towards student interns, and must not assign them to high-risk units (eg. departments dealing with confirmed Covid-19 cases, ER, indoor/outdoor testing booths).
- For other students in medical-related fields: For other students doing internships in medical-related fields as part of their academic modules, these classes should in principle be switched to online/alternative teaching methods. If students wish to continue serving their internship at their place of employment, the school together with the employer shall assess the necessity of the internship in lieu of the academic module, the safety of the student interns with regard to pandemic prevention measures, as well as the suitability of the location whereby the internship is to be conducted vis-à-vis pandemic prevention measures among other factors and come up with a comprehensive plan to assist the student in completing their learning in line with the wishes of the student.
- In accordance with the [joint agreement on educational administrative measures for tertiary medical students during the pandemic](#) issued on December 2020, in

the event that the hospitals offering clinical clerkships are unable to continue doing so, flexible measures shall be adopted to allow for internship learning to be conducted online, with lessons divided proportionately between virtual (online, videoconferencing, live lectures etc.) and alternative methods (mock classrooms, guest lectures by industry experts/teachers etc.) in replacement of physical clinical lessons.

### 三、 碩博士班學位考試：

1. 學位考試申請流程維持原作業方式，考試方式因應疫情得於本期間改採遠距方式辦理，並請於學期結束前完成核備。
2. 學位考試之安排應顧及學生權益與考試品質妥慎規劃，採用實體現場考試或採數位遠距方式辦理，皆需以學生意願與指導教授判斷為前提，由系院主管協調評斷。
3. 學位考試如採實體現場進行，場地人員設備等所有相關作業均須符合防疫規範並加強為之。
4. 學位考試如採遠距方式辦理，考試過程需全程錄音錄影確實紀錄存檔。紀錄資料請系所妥善保存以備主管機關查核。

### III. Master's/PhD Examinations

- a. All application process for master's/PhD examinations are as per normal, with examinations to be conducted online due to the pandemic. All relevant administrative procedures pertaining to the examinations shall be completed by the end of the semester.
- b. Planning of examinations shall take into consideration both the interests of all students and the quality of the test. The positions of both the student and the supervising teacher shall be taken into consideration by the competent academic department in assessment and planning with regard to the suitability of physical or online examination format to be conducted.
- c. If examinations are to be conducted physically, all preparations with regard to location, personnel and so forth must conform with the relevant regulations with regard to the pandemic measures.
- d. If examinations are to be conducted remotely, the entire duration of the examination should be recorded and saved. The recording should be kept safe by the relevant academic department for the purpose of review by competent authorities.

#### 四、 畢業考/學期考：

1. 畢業班學生所修大四課程，請於 110 年 6 月 11 日前完成考試，考試採彈性評量方式進行，建議如：線上報告、專題作業、繳交作業、調整百分比等方式進行；請授課教師於 5 月 28 日前於課程大綱系統，課程進度畢業考當週備註欄公告期末畢業評量方式，並公告學生周知。
2. 學期考試，請於 110 年 6 月 26 日前完成考試，考試採彈性評量方式進行，建議如：線上報告、專題作業、繳交作業、調整百分比等方式進行；請授課教師於 6 月 7 日前於課程大綱系統，課程進度學期考當週備註欄公告期末評量方式，並公告學生周知。
3. 畢業考試與學期考試，學生如需請考試假，由任課教師依學生個別狀況從寬認定，認定有疑義時由系所主管裁定。請假補考之安排由教師與學生秉持公平公正原則協調辦理。
4. 成績繳交期限維持原日期時間(畢業班 6 月 24 日截止，一般班別 7 月 10 日截止)。

#### IV. Graduating/semester examinations

- a. Examinations for fourth-year modules undertaken by graduating students should be completed by 11<sup>th</sup> June 2021. The examinations should adopt flexible assessment methods, such as: online presentations, submission of reports, flexible adjustment of grading weightage and so forth. Teachers in charge of such modules should update their syllabus online before 28<sup>th</sup> May, and specify under the week earmarked for examinations the changes to the grading criteria so as to inform their students.
- b. All other semester examinations should be completed before 26<sup>th</sup> June, and should adopt flexible assessment methods, such as: online presentations, submission of reports, flexible adjustment of grading weightage and so forth. Teachers in charge of such modules should update their syllabus online before 7<sup>th</sup> June, and specify under the week earmarked for examinations the changes to the grading criteria so as to inform their students.
- c. For graduation and other semester examinations, should students require a leave of absence, the teachers in charge of each module shall assess on a case-by-case basis whether to allow an absence, with leniency as a principle. The head of department shall be the decision maker in the event of any conflict. Any arrangements for make-up examinations shall be handled by the teachers and the students in particular in a fair and just manner.
- d. The deadline for submission of results shall remain as per stipulated (24<sup>th</sup> June for graduating students, 10<sup>th</sup> July for all other students).

## 五、 停修申請

1. 線上申請截止時間維持 5 月 21 日不做變動，課務組收件仍維持前次公告延後至 6 月 4 日截止。
2. 送件與核定方式採彈性認定，除以紙本送件外亦得以電子郵件提出。教師核定如無法取得教師簽名，得檢具教師同意之佐證資料(如電子信件、對話截圖等)併同申請單提出，系所主管核定部分如無法取得者可逕送課務組由課務組代為徵詢主管意見。
3. 課務組收件信箱：Courseinfo@mail.fju.edu.tw

### V. Application for LOA

- a. The online application deadline is still 21<sup>st</sup> May, while the deadline for collection of all relevant documents by the Curriculum Division is extended to 4<sup>th</sup> June as per the previous announcement.
- b. Flexible measures shall be adopted with regard to submission and review of documents. Submission of documents can be in physical copy and via electronic mail. If one is unable to obtain a signature from a teacher, upon approval by said teacher, he/she is allowed to send proof that the teacher has agreed to his/her request (such as screenshots of emails, text messages etc.) together with his/her application. If one is unable to obtain approval from one's department head, he/she may send his/her application directly to the Curriculum Division and the division will seek the approval of the relevant department head on behalf of the student.
- c. Curriculum Division email: Courseinfo@mail.fju.edu.tw

## 六、 境外生返國學習所需注意事項

1. 本學期之學位考試於 110.05.15 起，均得採遠距及數位方式辦理。
2. 若有辦理休學、退學、畢業等需求，均得採通訊方式辦理，並得委託他人辦理相關作業。
3. 因 COVID-19 為不可抗力事件，且學校啟動安心就學方案，不影響同學學習權益。提前返國為同學自主決定行為，故無減免或退還繳交費用之作業規畫。
4. 疫情多變，同學決定返國後須自行評估未來是否能再次入境台灣？學校當會盡力予以協助，然各項作為均需符合中央疫情指揮中心及教育部的相關規範。

### VI. Things to Note for Overseas Students Returning to Home Country

- a. All semester examinations for this semester shall be handled via remote online channels from 15<sup>th</sup> May 2021 onwards
- b. Students who wish to submit an application for suspension, withdrawal, or graduation among other administrative matters may do so via official communication channels, and should authorize someone to handle the relevant administrative procedures.

- c. The Covid-19 situation is an issue of force majeure, prompting the school to put into practice its Safe Learning plan. As such, students who choose to return to their home country do so out of their own volition. Their rights to education would not be affected, and thus there would be no extenuating issues pertaining to instances such as waivers or refund of fees paid.
- d. The pandemic situation is quick to change, and students should self-assess whether they would be able to return to Taiwan should they choose to leave now and go back to their home country. While the school will do our best to facilitate matters, we shall have to adhere to the directives issued by the Central Epidemic Command Center and the Ministry of Education.

七、 **雙主修、輔系申請**依原訂公告日期受理申請，申請人若因防疫無法親自送件，可掃描申請資料 Email 寄交申請學系審核。

VII. Application for Double Major and Minor

- a. The application deadline remains as per announced. If the applicant is unable to submit documents due to the pandemic situation, he/she may scan and send electronic copies via email to the respective departments for review.

八、 畢業生請於 110.9.8 前至【**畢業生離校系統**】確認完成各單位離校程序，證書發放採預約登記領證，以分流及加速領證服務。

VIII. Graduating students should complete all relevant graduating administrative procedures via the online Graduate System by 8<sup>th</sup> September 2021. Students may apply for collection of their graduation certificate by appointment. Priority and differentiated collection of graduation certificates services are also available.

九、 如有未盡事宜，悉依「中央疫情指揮中心」及「教育部」最新通報辦理。

IX. For all other unstipulated matters, refer to the latest updates issued by the CECC and the MOE for instructions.