國立臺北科技大學 學年 學期因應新型冠狀病毒肺炎疫情學生安心就學措施申請表

Application for Taipei Tech Measures in Response to the COVID-19 Outbreak

申請日期Date of Application 年 月 日 (YYYY/MM/DD) 申請編號No.：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **申請人填寫欄**  **Fill in by Applicants** | 學制School System | □日間部Day Division  □進修部Continuing Education Division | | | | 院所系  Department/College | |  | | | |
| 班級Class |  | | 學號  Student ID No. | |  | | 姓名Name | |  | |
| 手機  Contact Number |  | | | | E-Mail | |  | | | |
| 身分別Identity | □境外生及出國交換生International students | | | | | | | | | 本學期是否為第一次申請 Have you ever applied during this semester?  □是Yes □否No |
| □本國生Domestic students | | | | | | | | |
| **注意：開學前居住境外之本校學生，如非屬政府（衛生福利部疾病管制署）規定暫緩入境者或非屬本校建議暫緩入境者（公告於本校防疫專區），須依本校規定並於期限內回到臺灣。Notice: Students who are from non-affected areas (listed by the Ministry of Health and Welfare) and currently living abroad must return within the period prescribed by the university.**  **申請條件：（請擇一勾選）Please choose one option.**  □**1.居住境外因疫情暫時無法返回臺灣就讀者。**Living abroad and not able to return to Taiwan due to the COVID-19 outbreak.  □**2.已於開學前返臺，且於開學日一週後仍因防疫隔離（含居家隔離、居家檢疫等）或就醫治療而無法如期返校就讀者。**Has returned to Taiwan before the start day according to the school regulations but not able to return to the university due to the quarantine (including home isolation and home quarantine) or medical treatment.  □**3.在學期間因疫情須中斷學習者。**Semester interruption due to COVID-19.  以上各項申請皆請檢附與疫情有關之證明文件。例如：限制個人出入境證明、護照出入境資料、醫師確診證明、居家隔離通知書、旅客入境健康聲明暨居家檢疫通知書等。Please submit complete proofs, such as Restricted personal entry and exit certificates Restricted personal entry and exit certificates for contacts, Entry/Exit Date Record, Medical Certificate, Self-Health Management Notice and Home (Self) isolation notice of COVID-19 confirmed cases. | | | | | | | | | | |
| **身分審核欄**  **Verify** | **國際事務處審查OIA** | | | | | **學生所屬教務單位審查 OAA/OCE** | | | | | |
| ●**境外生身分：**□港澳生 □陸生 □外籍生 □僑生  ●**本國生身分：**□出國交換生  ●**本校修課狀況：**□本學期＿＿學分 □僅論文 □無課  ●**符合安心就學條件**：□是 □否 年 月 日返校(預估)  承辦人Officer：  組長Division Director：  國際長Dean of OIA： | | | | | ●**境外生身分：**□港澳生 □陸生 □外籍生 □僑生  ●**本國生身分：**□出國交換生 □一般生  ●**符合安心就學條件**：□是 □否  承辦人Officer：  組長Division Director：  教務長/進修部主任Dean： | | | | | |
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| **申請人勾選欄**  **Check by Applicants** | **申請項目Application Items** | | | | | | **審核結果Result** | | | | |
| □**A1**特殊情形課程加退選Course Add From | | | | | | □通過Approved □不通過Rejected | | | | |
| □**A2**低修Course Underload Request Form | | | | | | □通過Approved □不通過Rejected | | | | |
| □**A3**跨校選課Application Form of Interscholastic Course Selection for Students from NTUT | | | | | | □通過Approved □不通過Rejected | | | | |
| □**A4**特殊情形期中撤選Special Conditions of Course Drop Form | | | | | | □通過Approved □不通過Rejected | | | | |
| □**A5**替代課程或作法Application Form of Substitute Courses | | | | | | □通過Approved □不通過Rejected | | | | |
| □**B1**科目抵免申請審查表Application for Credit Transfer | | | | | | □通過Approved □不通過Rejected | | | | |
| □**B2**線上數位課程學分抵免申請表Application for Credit Waiver (Online Courses) | | | | | | □通過Approved □不通過Rejected | | | | |
| □**C**請假Leave Application | | | | | | □通過Approved □不通過Rejected | | | | |
| □**D**休退學Suspension or Termination of Studies | | | | | | □通過Approved □不通過Rejected | | | | |
| □**E1**以視訊辦理學位考試For Candidate: Application for Oral Defense (Video Conferencing) | | | | | | □通過Approved □不通過Rejected | | | | |
| □**E2**學位考試委員以其他方式出席For Committee: Application for Oral Defense (Video Conferencing) | | | | | | □通過Approved □不通過Rejected | | | | |
| □**F**延長修業年限Extend the Studies | | | | | | □通過Approved □不通過Rejected | | | | |
| 所屬教務單位審查Administration Units | | | 承辦人Officer | | 組長Division Director | | | | 教務長/進修部主任Dean | | |
|  | |  | | | |  | | |
| 會辦單位  Meeting Unit | | |  | | | | | | | | |

**附表(Attachment)：各項申請項目之表單或程序 Application Form or Process for Each Item**

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| **The Chinese version shall always prevail and govern in case of any discrepancy or inconsistency between Chinese version and its English translation.** | | |
| **類 別Category** | **申請表或程序**  **Application Form or Process** | **說 明**  **Description** |
| **A**選課  Course Registration | **A1**特殊情形課程加退選申請表  Course Add From | 開學後第3、4週異動選課或跨部選課系統無法加選時使用。 |
| **A2**低修申請表  Course Underload Request Form | 本學期欲修習課程學分低於學校選課辦法規定學分下限時使用。 |
| **A3**本校學生校際選課申請表Application Form of Interscholastic Course Selection for Students from NTUT | 可申請至國內他校修讀課程。惟須自行委託代理人辦理雙方學校之校際選課程序。 |
| **A4**特殊情形課程期中撤選申請表Special Conditions of Course Drop Form | 欲撤選之課程學分低於學分下限時因撤選系統無法操作時使用 |
| **A5**學生申請替代課程或作法申請表Application Form of Substitute Courses | 本學期預計畢業，但因疫情尚未修完畢業學分，且無適合的北科i學園課程或其他線上課程可修習時使用。 |
| **B**修課及抵免  Credit Transfer / Waiver | **B1**科目抵免申請審查表  Application for Credit Transfer | 至境外學校修課、修習他校課程或其他替代課程後，抵免所屬學系課程標準科目使用。 |
| **B2**線上數位課程學分抵免申請表Application for Credit Waiver (Online Courses) | 修習線上數位課程後，抵免所屬學系課程標準科目使用。 |
| **C**請假  Leave Application | **C**考試假單  Absence on exam day with leave application | 登入本校校園入口網操作：  1. 學校首頁→資訊服務→登錄校園入口網站→學務系統→學生請假系統→填寫新增個人假單，確認送出。  2.查詢個人請假記錄→輸入查詢條件→點選該筆請假資料→列印紙本假單  3.檢附證明文件，依規定流程完成請假程序。 |
| **D**休退學Suspension or Termination of Studies | **D**休退學暨退費申請表  Application for Day School Suspension (Drop-out), Leave, and Refund | 1.免附晤談紀錄表  2.如須退費請檢附  (1)學雜費繳費收據  (2)學生本人存摺影本 |
| **E**學位考試Master’s / Doctoral Degree Examination | **E1**以視訊方式辦理學位考試申請表For Committee: Application for Oral Defense (Video Conferencing) | 碩、博士班學生受疫情影響，欲以視訊方式進行學位考時使用。 |
| **E2**學位考試委員以其他方式出席學位考試申請表  For Candidate: Application for Oral Defense (Video Conferencing) | 學位考試委員受疫情影響，以視訊等其他方式出席碩、博士班學生學位考試時使用。 |
| **F**延長修業年限Extend the Studies | 學生本人撰寫報告書，送系所專簽辦理。Require the particular approval and report. | 學生若因修業年限屆滿仍無法修畢應修畢業學分者，得由所屬系所依本校學則規定延長其修業年限，至多一年為限。 |