

111 學年度第 1 學期境外生安心就學申請須知_學生版

111 年 8 月 22 日主管會議

Instructions for overseas students to apply for Taipei Tech Measures in Response to the COVID-19 Outbreak

一、安心就學申請流程

Application process :

(一)申請時間及檢附文件

Application time and attached documents :

1.開學前一週至開學第二週結束(111 年 9 月 23 日)前提出申請。

Applications are made one week before the start of the school year and the end of the second week of the school year (September 23, 2022).

2.由學生本人填寫安心就學措施申請表暨檢附審查附件，應檢附附件如下：

The student himself or herself should fill in the application form for safe school attendance measures and attach the examination attachment, which should be attached as follows:

(1) 因疫情無法入境或因隔離無法到校之相關證明文件如下列，請擇一檢附：

The relevant supporting documents that cannot be entered due to the epidemic or cannot be attended due to isolation are attached as follows:

A.政府或服務單位開立給申請人個人之限制出入境公文書。(非當地政府公告)

Official documents issued by the government or service units to the applicant to restrict entry and exit. (Non-local government announcements)

B.依入境規定須隔離者，請檢附機票登機證影本或本地政府及衛生單位開立之隔離證明。

If you are required to quarantine according to the immigration regulations, please attach a copy of your boarding pass or a quarantine certificate issued by the local government and health authorities.

C.未持有我國有效居留證專案入境者業經政府核定准許入境通知。

Those who do not hold a valid residence permit in China have been approved by the government to allow entry.

(2) 本(111-1)學期選課表。符合毋須選課條件者請於申請單加註”毋須選課”。

Schedule of courses for this semester. Those who meet the requirements for no course selection should add "No course selection" to the application form.

3.學生未能於第六週(111 年 10 月 21 日)前到校實體上課(含毋須選課者及全學期不返校者)需向國際事務處申請專案處理。

Students who fail to attend classes in the physical classroom (including those who do not need to choose courses and those who do not return to school throughout the semester) before the sixth week (October 21, 2022) are required to apply to the OIA for special processing.

(二)審核及註記

Review and Annotation :

1.境外學生安心就學申請表送交國際事務處受理，經據實審核申請資格後，送教務

處註冊組。

The application form for overseas students to study with peace of mind is sent to the OIA for acceptance, and after the application qualifications are verified according to the facts, it is sent to the Registration Section of OAA.

2.業經核可申請者，由教務處註冊組於學籍系統在學狀況註記”安心就學”。

Approved applicants shall be noted by the Registration Section of OAA on the status of attendance "安心就學" in the student status system.

(三)如何取消註記

How to cancel annotation :

1.開學後返校者，應先向國際事務處報到再通知教務處註冊組。

Students returning to school after the start of school should first report to OIA before notifying the Registration Section of OAA.

2.學生返校後須持學生證向教務處註冊組申請取消”安心就學”註記。

Upon returning to school, students are required to apply to the Registration Section of OAA with their Student ID card to cancel annotation "安心就學".

3.經專簽同意，未於本學期返校之安心就學學生註記，由教務處註冊組於期末編班時統一取消。

With the consent of the special signature, the notes of students who have not returned to school in this semester will be cancelled by the Registration Section of OAA at the end of the semester.

二、安心就學學生辦理註冊、選課、休(退)學、請假

Registration, Course Selection, Suspension (Withdrawal), Leave of Absence :

(一)註冊

Registration :

1.依本校行事曆、註冊須知時程，完成註冊程序(含繳費、選課及健康檢查)。

Complete the registration procedure (including payment, course selection and health examination) according to the school's calendar and registration instructions.

2.完成註冊程序後，新生學生證請洽國際事務處領取。

Upon completion of the registration process, please contact the OIA for your student ID card.

3.學生取得居留證後，請洽教務處註冊組登錄居留證號碼。

After the student obtains the residence permit, please contact the Registration Group of the Academic Affairs Office to log in to the residence permit number.

4 在學證明請至本校聯合服務中心全功能自動繳費機申請。(未取消安心就學註記者無法申請)

For proof of attendance, please apply at the fully functional automatic payment machine of the Joint Service Center of the University. (Journalists who have not cancelled annotation "安心就學" cannot apply.)

5.健康檢查、學生平安保險辦事宜請洽國際事務處、學生事務處衛保組。

Health examination, student safety insurance matters, please contact the OIA and the Health Protection Section of the Student Affairs Office.

(二)選課

Course Selection :

1.網路加退選時間：111 年 9 月 12 日至 9 月 23 日。

Online plus withdrawal period: September 12, 2022 to September 23, 2022.

- 2.開學前未返校之學生，學生本人應於開學一週（111年9月16日）前，以Email向授課教師確認採行遠距教學或網路學習之需求時間及可行性。

For students who do not return to school before the start of the school year, the student himself or herself should take E before the beginning of the school week (September 16, 2022). Email to the instructor to confirm the time and feasibility of adopting distance learning or e-learning.

- 3.學生至遲應於第六週(111年10月21日)前返校參加實體上課。

Students should return to school by the sixth week (October 21, 2022) to attend physical classes.

- 4.學生在學狀況須註記”安心就學”(表示已獲准申請安心就學之資格)，方符合教師給予遠距教學之條件，如未註記，教師不提供學生遠距學習。

Students' academic status must be marked with "安心就學" (indicating that they have been approved to apply for the qualification) in order to meet the conditions for distance teaching by teachers, and if noted, teachers will not provide students with distance learning.

- 5.如教師表示無法提供遠距教學及網路學習時，學生應於開學二週結束(111年9月23日)前完成網路退選，或於第十二週（111年12月2日17:00）前完成網路撤選。如逾時未完成退選或期中撤選，致影響學業成績不及格或退學時，學生應自行負責。

If teachers indicate that distance learning and e-learning are not available, students should complete the online opt-out before the end of the second week of the start of the school year (September 23, 2022) or on the 12th week (December 2, 2022, 17:00).

Before completing the network withdrawal. If the withdrawal or mid-term withdrawal is not completed within the time limit, which affects the failure of academic performance or withdrawal from school, the student shall be responsible for it.

- 6.學生加退選及期中撤選後，選課學分數仍須符合本校選課規定每學期最低應修學分數，如因故需申請低修時，學生應洽所屬系提出申請，經核可後教務處註冊組方得受理，未依規定申請核可者，依學則規定應予休學或退學。

After the student's additional withdrawal and mid-term withdrawal, the credits of the course selection must still meet the minimum required scores per semester of the school's course selection regulations, if for any reason it is necessary to apply for a low course, the student should submit an application in the department to which he belongs, and the Registration Section of OAA can accept it after approval.

(三)休(退)學及退費

Suspension (Withdrawal) and Refund :

- 1.安心就學學生如欲申請不列入休學年限之休學，應符合下列條件

Students who wish to apply for a suspension that is not included in the period of suspension shall meet the following conditions :

- (1)新生須先完成註冊繳費後始得申請。

New students must complete the registration fee before applying.

- (3) 新生、舊生至遲於開學後二週內完成申請程序。

New students and old students should complete the application process within two weeks after the start of the semester.

- 2.第三週（111年9月30日）以後申請休學者，一律記錄休學年限。

Applications for suspension after the third week (September 30, 2022) are recorded for the number of years of suspension.

3. 申請休學或退學退費措施依本校學費繳交及退費辦法辦理。

Applications for suspension or withdrawal refund measures shall be handled in accordance with the tuition payment and refund method of the Taipei Tech.

(四) 請假

Leave :

安心就學學生上課請假事宜請洽詢學生事務處生活輔導組。

Please contact the Life Counselling Section of the Student Affairs Office for class leave.

三、其它注意事項

Other considerations :

(一) 本校以實體教學為主，非所有課程皆可採行遠距教學或網路教學，學生應自行評估及確認安心就學與實體授課差異，申請安心就學措施之學生學習權利及義務同實體授課學生，仍須遵守學校相關規定以保障就學權益。

The school is mainly based on physical teaching, not all courses can be used for distance teaching or online teaching, students should assess and confirm the difference between safe schooling and physical teaching, and students who apply for the measures in Response to the COVID-19 Outbreak must still comply with the relevant regulations of the school to protect their rights and interests in schooling.

(二) 未獲核准申請安心就學學生不適用安心就學措施。(包括本學期休學不記錄休學年限、低修申請、開學六週內遠距教學)

Students who have not been approved to apply are not eligible for the Measures in Response to the COVID-19 Outbreak. (Including the suspension of the semester without recording the number of years of suspension, the application for low study, and the distance teaching within six weeks of the start of the semester)

(三) 安心就學相關措施如遇調整內容時，公告於本校及教務處防疫專區最新訊息。

In case of adjustment of the relevant measures, the latest information will be announced in the epidemic prevention area of the School and the OAA.

【If there is any inconsistency or ambiguity between these two versions, the Chinese version shall prevail.】