**國立臺北科技大學因應武漢肺炎疫情學生安心就學措施**

**應修科目未修畢申請替代課程或作法申請表**

**Application Form of Substitute Courses Due to the COVID-19 Outbreak**

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| --- | --- | --- | --- |
| 申請人姓名Name |  | 申請日期Date of Application | 年　　　月　　　日(YYYY/MM/DD) |
| 學　　號Student ID no. |  | 聯絡電話Contact No. |  |
| 系所名稱Current Department |  | 年　　級Grade |  |
| **應修科目 (1) 資料 Course (1) to Be Substituted** |
| 課程編碼（7碼）Course Code |  | 課程名稱Course Name |  |
| 學分數Number of Credit |  | 小時數Number of Hour |  |
| **以下欄位由就讀系所單位填寫審核意見 (請於3月16日前回覆教務處)****Verified by Dept. in Charge ( please turn in this form before Mar. 16th)** |
| 導師或指導教授勾選及核章Advisor’s Signature | □同 意 Approved□不同意 Rejected | 系所主管勾選及核章Dept. Chairperson’s Signature | □同 意 Approved□不同意 Rejected |
| 各科目主責教學單位簽核Signed by Officer in Charge (Course held by) | \*若無則免會 If you take the other dep.’s course, you need to fill in this column. |
| **替代方案****Alternative learning project** | □替代作法Substitute approach：(詳述說明Specify)  |
| □校內其他課程Other Course of NTUT： 課號Course ID： 課程名稱Course Name：  授課教師Professor：  |
| □線上數位課程 Online Course 線上平台Platform Name：  課程名稱Course Name：  |
| **應修科目 (2) 資料 Course (2) to Be Substituted** |
| 課程編碼（7碼）Course Code |  | 課程名稱Course Name |  |
| 學分數Number of Credit |  | 小時數Number of Hour |  |
| **以下欄位由就讀系所單位填寫審核意見 (請於3月16日前回覆教務處)****Verified by Dep. in Charge ( please turn in this form before Mar. 16th)** |
| 導師或指導教授勾選及核章Advisor’s Signature | □同 意 Approved□不同意 Rejected | 系所主管勾選及核章Dept. Chairperson’s Signature | □同 意 Approved□不同意 Rejected |
| 各科目主責教學單位簽核Signed by Officer in Charge (Course held by) | \*若無則免會 If you take the other dep.’s course, you need to fill in this column. |
| **替代方案****Alternative learning project** | □替代作法Substitute approach：(詳述說明Specify)  |
| □校內其他課程Other Course of NTUT： 課號Course ID： 課程名稱Course Name：  授課教師Professor：  |
| □線上數位課程 Online Course 線上平台Platform Name：  課程名稱Course Name：  |
| **應修科目 (3) 資料 Course (3) to Be Substituted** |
| 課程編碼（7碼）Course Code |  | 課程名稱Course Name |  |
| 學分數Number of Credit |  | 小時數Number of Hour |  |
| **以下欄位由就讀系所單位填寫審核意見 (請於3月16日前回覆教務處)****Verified by Dep. in Charge ( please turn in this form before Mar. 16th)** |
| 導師或指導教授勾選及核章Advisor’s Signature | □同 意 Approved□不同意 Rejected | 系所主管勾選及核章Dept. Chairperson’s Signature | □同 意 Approved□不同意 Rejected |
| 各科目主責教學單位簽核Signed by Officer in Charge (Course held by) | \*若無則免會 If you take the other dep.’s course, you need to fill in this column. |
| **替代方案****Alternative learning project** | □替代作法Substitute approach：(詳述說明Specify)  |
| □校內其他課程Other Course of NTUT： 課號Course ID： 課程名稱Course Name：  授課教師Professor：  |
| □線上數位課程 Online Course 線上平台Platform Name：  課程名稱Course Name：  |
| **以下欄位由教務處填寫****Level of Approval** |
| 承辦人Registration Section |  | 組長Head of Registration Section |  |
| 教務長核定Dean of Academic Affairs |  |
| 說明：**原訂108學年度畢業學生**之權宜措施：符合本措施所稱「居住境外因疫情暫時無法返回臺灣就讀」之應屆畢業學生（**含延修生）**，如108-2當學期仍有部分應修科目及學分（例如必修科目）尚未修畢致無法完成畢業條件，且未有適合之「北科i學園」課程或線上課程可提供其修習者，本校提供以下彈性措施：Students graduating in 2020 who are affected by current outbreak and fail to fulfill graduation requirements, and are not able to find suitable online courses, may apply for this measure.* + - 1. 學生得於109年3月9日（一）前向所屬教務單位提出替代課程或作法之需求（得以通訊方式或委託他人申請、境外學生請國際處協助），由教務單位核轉各科目主責教學單位審酌學生個別修習情形，並於109年3月20日（五）前通知學生替代課程或作法之決定（含以學分抵免之處理方式、及經系（所）同意得放寬跨系（所）專業選修承認為畢業學分之上限1至2門課）。 Students shall submit an application to the Office of Academic Affairs (overseas students to OIA) by March 9th. Office of Academic Affairs and relevant departments shall review each individual case and propose an alternative to the student by March 20th.
			2. 學生得於109年3月13日（五）前向科目主責教學單位申請學分抵免（得以通訊方式或委託他人申請、境外學生請國際處協助），以取得相當五專四年級或三專以上修業程度之相近科目替代之，不受本校「學生抵免學分辦法」總抵免學分數上限之規定限制，但以不重覆抵免為原則。Students may apply for a waiver of credits by March 13th. The individual case is not subject to the university credit waiver policy.
			3. The Chinese version shall always prevail and govern in case of any discrepancy or inconsistency between Chinese version and its English translation.
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**核定後正本由教務處註冊組留存。**