

## 110 學年度第 1 學期課程防疫整備事項

- 一、課程採實體教學與遠距教學兩式並行，因疫情瞬息萬變，本校之開課規範依教育部防疫指引做滾動式調整。目前依教育部最新公告的資訊，**110 年 9 月 13 日至 9 月 21 日的課程採線上授課；9 月 22 日之後依教育部指引。**本校目前授課規範如下所述：
  - (一) 實體上課需符合教室內師生(含助教)不超過 80 人(同一堂課採固定座位、維持 1.5 公尺社交距離，並拍照紀錄學生位置以便日後疫調參考)。
  - (二) 若教室內師生(含助教)超過 80 人，請調整教學方式：
    - 1、以教室容量規劃，依修課人數分組，部分組實體、部分組遠距（同步或非同步），隔週交換等(學期初分組時請將可能加簽之人數納入考量)。非同步遠距教學需將課堂錄影資料在上課完後一週內上傳平台。
    - 2、改採遠距教學
      - (1)因防疫之故，授課教師改採整門課程(非部分學生)遠距教學授課時數達二分之一以上者，請於學期初向課務組提出申請(填覆方式由課務組另行通知系所)，並於期末統一彙送校課程委員會備查。
      - (2)實施遠距教學，仍需掌握學生到課狀況、學習情形，並檢核教學成效。
  - (三) 各課程皆以實體考試為原則，評量方式請事先敘明於課程大綱中。
  - (四) 上課時請全程佩戴口罩、教室內避免飲食及近距離交談。
  - (五) 體育課程教學，應保持社交距離(室內至少 1.5 公尺/人、室外至少 1 公尺/人)。
  - (六) 實作與實驗課程應採固定分組，輪替使用設備、器材時須落實消毒。
  - (七) 進入教室請掃描場所 QR Code。
- 二、本校防疫彈性修業機制(<http://academic.site.nthu.edu.tw/>)已公告於學校防疫專區及教務處網頁，擇要提醒：
  - (一) 開學日後依政府規定須隔離、檢疫、自主健康管理，並登錄於「國立清華大學衛保組校園傳染病防治調查」者，適用以下方案：
    - 1、若須隔離、檢疫、自主健康管理期間恰為加退選、停修辦理階段，依本校防疫彈性修業機制(<http://academic.site.nthu.edu.tw/>)第一項「選課」方式辦理。
    - 2、請學生以 email 向授課教師請防疫假，並由課務組依學生之修課情形於點名單上註記，通知各授課教師防疫假不列入缺席扣分紀錄。
    - 3、各系所因學生防疫假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。

(二) 由全球處和綜學組提供因防疫暫緩來臺學生名單(以每兩週更新為原則)，並由課務組據以依學生修課情形於點名單上註記「因防疫尚未入境」，請授課教師提供遠距教學--同步或非同步(經授課教師同意下，由助教於課程後一週內，上傳課程內容或拍攝的影音檔至學校的數位學習平臺，設限供修課同學自行上網觀看)，亦請學生主動與授課教師聯繫，商討課程銜接及自主學習等問題。

(三) 提醒修課名單、點名單中防疫假等註記因涉個資，僅供教師參考請勿外流。

### 三、教室防疫措施：

(一) 教室通風：教室使用冷氣或中央空調時，教室門可關閉且應於教室對角處各開啟一扇窗(每扇至少開啟 15 公分)；室內無空調時，教室可增設抽風扇(壁扇)與立扇並適當擺放。

(二) 教室消毒：請各開課單位/場管單位針對師生經常接觸的物品(如門把、桌面、電燈開關等)進行清潔消毒，每日至少一次。

(三) 請各場館單位檢查是否每間教室皆有張貼足夠張數(依教室容量考量)之場所 QR Code。

(四) 各場館、研討室及教室由權責單位每天以稀釋漂白水消毒(瓶身請標示內含物，需做管理)，並準備稀釋酒精供師生換堂時消毒使用。

## 110學年度第1學期課程防疫整備事項

110/9/13~9/21採線上授課，9/22日後依防疫指引調整，原則上採實體與遠距教學兩式並行

### 授課教師

- 請檢視修課名單，查看修課人數、確認點名單上是否有註記為防疫假、自主健康管理、因防疫尚未入境之學生。
- 室內超過80位(含師生、助教)，請調整教學方式，可採混合教學(以教室容量規劃，依修課人數分組，部分實體、部分線上，隔週交換)或改採遠距教學(同步、非同步)。
- 註記防疫假、自主健康管理、因防疫尚未入境同學，請不列入缺席扣分紀錄；並請提供遠距教學(同步或非同步)、以及與學生商討課程銜接與自主學習等問題(由學生主動與授課教師聯繫)。
- 同一堂課學生採固定座位，可拍照紀錄學生位置以便日後疫調參考。
- 上課時全程佩戴口罩。
- 各課程皆以實體考試為原則，若採其他評量方式請事先敘明於課程大綱中。
- 遠距教學常見問題等資訊請見教學發展中心網頁「遠距教學相關資訊彙整」(<http://ctld.nthu.edu.tw>)

### 助教

- 協助教師進行遠距教學，請熟悉同步、非同步教學設備操作，遠距教學常見問題等資訊請見教學發展中心網頁「遠距教學相關資訊彙整」(<http://ctld.nthu.edu.tw>)，拍攝問題可洽詢教學發展中心。
- 協助教師課輔事宜。

### 學生

- 上課時請全程佩戴口罩、教室內避免飲食及近距離交談。
- 進入教室請掃描場所QR Code。
- 每堂課固定座位。
- 學生若因疫情依規定須隔離、檢疫、自主健康管理者，以及境外生因防疫尚未入境，會於課程點名單上註記(依全球處、綜學組和衛保組資料)，請主動與授課教師聯繫有關無法到課期間之課程學習方式(可參考本校防疫彈性修業機制 <http://academic.site.nthu.edu.tw/>)。

### 系所

- 通風：使用冷氣或中央空調時，門可關閉且應於對角處各開啟一扇窗(每扇至少開啟15公分)；室內無空調時，可增設抽風扇(壁扇)與立扇並適當擺放。
- 消毒：請各開課單位/場管單位針對學生經常接觸的物品(如門把、桌面、電燈開關等)進行清潔消毒，每日至少一次。
- 長備：各場館、研討室及教室由權責單位每天以稀釋漂白水消毒(瓶身請標示內含物，需做管理)，並準備稀釋酒精供師生換堂時消毒使用。
- 請檢查是否每間教室門口皆有張貼足夠張數(依教室容量考慮)之場所QR Code。

## 2021 Fall COVID-19 Precaution Measures

- I. **Courses should be delivered by distance learning during Sept. 13-Sept. 21. After Sept. 22, adjustments may be made based on the epidemic situation.** In principle, in-class teaching and distance learning can be adopted in parallel:
- i. In-class teaching should be conducted under 80 people including the instructor/TA and keep a distance from others of at least 1.5 meters. Fixed seats should also be arranged with a photo as the proof for contact tracing.
  - ii. If more than 80 people are in the classroom, please change the teaching methods, for instance:
    1. Dividing students into groups, one for in-class teaching and others for distance learning, then exchange over the week. (Please consider the number of students who may enroll during the Add-or-Drop period.)
    2. Conducting distance learning.
      - If a course is changed to distance learning for all students due to epidemic prevention while the distance learning hours are expected to be over one-half of the teaching hours of the whole semester, please inform The Division of Curriculum and the record will be sent to the school curriculum committee for reference at the end of the semester.
      - The instructor still needs to well understand the status of students in class and learning situation while checking the effectiveness of teaching.
  - iii. Taking in-class exam in principle. If different types of exam are used, please state the detail in the syllabus.
  - iv. Wearing a face mask and avoid eating and short-distance talking in the classroom.
  - v. Physical education courses should be taught at a social distance (at least 1.5 meters/person indoors and at least 1 meter/person outdoors).
  - vi. Hands-on and experimental courses shall be organized in fixed groups, and disinfection shall be carried out when rotating the use of equipment and equipment.
  - vii. Scanning the QR Code before entering the classroom.
- II. The NTHU Study at Ease Project for COVID-19 Prevention has been posted on “Epidemic Prevention Zone” of homepage of NTHU and Office of Academic Affairs.
- i. The students who should quarantine and conduct independent health management after the school day and have registered in “NTHU Division of Health Service Survey on Epidemics” are applicable to the following schemes:
    1. If the quarantine and independent health management period coincides with the Add-or-Drop and Withdrawal period, please refer to “NTHU Study at Ease Project for COVID-19 Prevention”
    2. Please apply for leave of absence by emailing the instructor while stating the reason for your absence. The Division of Curriculum will notify the instructor not to count the student’s absence and the absence will not cause the deduction of final score.

3. Students who are unable to attend classes or take exams due to coronavirus prevention, their instructors can make flexible adjustments to assess their achievement such as make-up exam. The results of the make-up exam will be regarded as the formal exam result.
  - ii. The Office of Global Affairs and the Office of Student Affairs will provide the students' list who cannot come to Taiwan because of the COVID-19 prevention. The Division of Curriculum will mark those students on the attendance list and ask instructors to provide distance learning. (With the consent of the instructor, the teaching assistant may upload the course content or video files to the school's e-Learning platform within one week after the course. Only students who enrolled the course have the access to use the online resources for distance learning. Students should contact the instructors to discuss issues such as course articulation and self-learning.
  - iii. The attendance list should not leak to unauthorized people to protect personal information.
- III. Classroom precaution measures
- i. Classroom ventilation: When turning on air-conditions in the classroom, the classroom should leave windows open at least 15 centimeters each. Classroom can also be set up additional fans.
  - ii. Classroom sanitized: Those items that teachers and students often touch (e.g. door handles, desktops, light switches, etc.) should clean and sanitize at least once a day.
  - iii. Please confirm that there are sufficient number of QR code printed off and displayed at entry points of the classroom.
  - iv. Every department and division can place diluted alcohol in the classroom for instructors and students to sanitize.

## 2021 Fall COVID-19 Precaution Measures

Distance learning during Sept. 13-Sept. 21. After Sept. 22, adjustments may be made based on the epidemic situation. In principle, in-class teaching and distance learning can be adopted in parallel

### Instructors

- Check the attendance list to see whether there are students absent due to COVID-19 prevention.
- In-class teaching should be conducted under 80 people, including the instructor and TA. Fixed seats should also be arranged with a photo as the proof for contact tracing.
- If the aforementioned principles cannot be maintained, please change the teaching methods, for instance: Dividing students into groups, one for in-class teaching and others for distance learning, then exchange over the week. (Please consider the number of students who may enroll during the Add-or-Drop period.)
- Those students who are absent due to COVID-19 prevention whose score should not be deducted. Students should contact the instructors to discuss issues such as course connection and self-learning.
- Wearing mask throughout the class.
- Taking in-class exam in principle.
- Distance education Q&A refers to <http://ctld.nthu.edu.tw/>

### TA

- Assist instructors for distance education.
- Distance education video recording Q&A refers to <http://ctld.nthu.edu.tw/>
- Assist instructors for make-up class and supplementary study.

### Students

- Wearing mask throughout the class.
- Avoid eating and short-distance talking in the classroom.
- Scan QR Code when entering classroom.
- Fixed seat for every class.
- Those who should quarantine and conduct independent health management will be marked on the attendance list.
- Students should contact the instructors to discuss issues such as course connection and self-learning. (Further information <http://academic.site.nthu.edu.tw/>)

### Department

- Classroom ventilation: When turning on air-conditions in the classroom, the classroom should leave windows open at least 15 centimeters each. Classroom can also be set up additional fans.
- Classroom sanitized: Those items that teachers and students often touch (e.g. door handles, desktops, light switches, etc.) should clean and sanitize at least once a day.
- Please confirm that there are sufficient number of QR code printed off and displayed at entry points of the classroom.
- Every department and division can place diluted alcohol in the classroom for instructors and students to sanitize.