

# 公 告

因應 COVID-19 疫情，本校所有課程即日起維持遠距教學到期末

發佈單位：教務處

發佈日期：2022-05-16

國內疫情快速升溫燒進校園，全國確診本土學生已破 7 萬人，大學生確診也超過 1.5 萬人。大學防疫量能逐漸稀缺，配合中央疫情指揮中心防疫措施，教育部針對校園實施授課方式進行滾動式調整，自 111 年 5 月 14 日起，同意即起全面開放各大學可遠距教學，不管是因為照護或隔離宿舍不足，或原已在遠距教學中，或多數教師已採遠距教學等情況，均可全校停止實體課程至本學期末，本校**即日起至學期末**實施遠距線上授課，兼任行政主管者仍需到校辦公。請各系所督促所屬專兼任教師做好遠距教學，以維護授課品質，後續教學模式將依照中央流行疫情指揮中心及教育部相關規範指引公告實施並進行滾動式調整。

說明：

- 一、依據教育部 5 月 14 日新聞稿及本校防疫工作小組 111 年 5 月 16 日會議決議辦理。
- 二、本校 111 年自即日起至學期末實施全校遠距線上授課。請授課教師定期更新 TronClass 教學平台公告線上教學方式、課程內容、掌握進度，並請教師在維持教學品質下，善用教學平台實施遠距教學。
- 三、請各位老師將授課進行方式(含使用軟體)提早公告於本校 TronClass 數位學習平台，並於上課前將教材、影片連結、評量方式等上傳至本校 TronClass 系統。同步課程請善用 TronClass 系統之數字點名功能。
- 四、有關勞教、實作、實驗、體育等課程請以替代課程配套實施。
- 五、校外實習課程，請依「大專校院 110 學年度因應嚴重特殊傳染性肺炎防疫管理指引」([https://cpd.moe.gov.tw/page\\_two.php?id=35148](https://cpd.moe.gov.tw/page_two.php?id=35148)) 辦理。
- 六、遠距教學(線上教學)相關資源請教師參考教務處提供之連結網站。
- 七、請各系所轉知所屬專兼任教師配合事項：
  1. 同步課程結束後請至【教職員資訊服務系統】輸入點名資料，以掌握學生出缺勤情形。
  2. 遠距教學實施方式建議說明與教學請參閱本校技術服務組及教學發展中心網頁，另課程教學影片請上傳於外部空間後，再行提供連結至課程。
  3. 為確保學生學習成效，進行遠距教學時應注意學生線上出席狀況、觀課與討論情形、評量方式等各面向情形，並保留相關紀錄以利日後查驗。
- 八、期末考(含畢業班)考試方式：可由任課教師採線上測驗或多元方式進行評量。
- 九、110 學年度暑期重補修課程上課方式：教學模式將依照中央流行疫情指揮中心及教育部相關規範指引公告實施並進行滾動式調整。
- 十、有關畢業證書領取時間及學位論文考試方式，將另公告於本校註冊組及進修教務組網頁。

**各開課單位請注意：**相關注意事項請詳閱附檔；為因應 COVID-19 防疫演練遠距教學(線上教學)授課，請惠填檢核表，由各教學主管備查教師所提線上教學教案及學習內容，以利各教學主管抽查及檢核，並敬請各院於每週回報教務處(上傳至指定雲端位置)。

\*上開公告資訊將同步揭示於校首頁最新消息、防疫專區、教務處及轄下部門之網頁、TronClass、Line@、學務處管理之班代群。

## 【因應疫情升溫，教務業務相關說明】

### 一、畢業證書領取時間及學位論文考試方式

- 離校手續-申請線上離校日期：
  - (1) 第一梯次：111 年 5 月 25 日至 6 月 5 日
  - (2) 第二梯次：111 年 6 月 13 日起
- 【日間部】大學/專科部 110 學年度畢業證書領取時間
  - (1) 畢業證書領取方式以通訊郵寄為原則：請務必至「學生資訊服務系統」點選「近期活動與線上報名系統」-報名「110 學年度日間部大學專科部畢業證書郵寄領取登記」，完成登記後，請於 111 年 7 月 31 日前將郵寄學位證書切結書、A4 回郵信封郵寄至註冊組。
  - (2) 聯絡資訊：註冊組分機 2231-2236
  - (3) 相關公告連結：<https://admin.must.edu.tw/news/page.aspx?UnitID=83&id=2419>
- 【進修部】大學/專科部 110 學年度畢業證書領取時間
  - (1) 畢業證書領取方式以通訊郵寄及現場領取擇一申請。領取注意事項請參閱進修教務組網站：<https://admin.must.edu.tw/index.aspx?UnitID=107>
  - (2)聯絡資訊：進修教務組分機 2714-2717、2724-2725
- 學位論文考試方式：
  1. 110 學年度第 2 學期研究生學位論文口試可採線上(同步視訊)方式進行;授權各系(所)自行決定，不須專案簽請核准。
  2. 採線上(同步視訊)方式辦理，其辦理方式及相關檔案保存仍應依本校碩士學位考試辦法規定辦理。維持實體考試者，所有與會人員則需佩戴口罩、保持社交距離且不開放旁聽，室內人數不得超過 5 人，相關防疫規定應依政府最新防疫措施滾動修正。

### 二、課程安排及期末考試

- 110-2 期末考(含畢業班)方式：

可由任課教師採線上測驗或多元方式進行評量。
- 110 學年度暑期重補修課程上課方式：

教學模式將依照中央流行疫情指揮中心及教育部相關規範指引公告實施並進行滾動式調整。
- 聯絡資訊：

日課務組分機 2241-2244、相關公告連結：<https://admin.must.edu.tw/index.aspx?UnitID=82>  
進修教務組分機 2714-2717、2724-2725  
相關公告連結：<https://admin.must.edu.tw/index.aspx?UnitID=107>

# Announcement

In response to the COVID-19 epidemic, all courses in our school will maintain distance learning from now until the end of the semester.

Issued by: Academic Affairs Office

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The domestic epidemic has rapidly heated up and entered the campus. The number of confirmed local students nationwide has exceeded 70,000, and the number of college students has exceeded 15,000. The epidemic prevention capacity of universities can gradually become scarce. In line with the epidemic prevention measures of the Central Epidemic Command Center, the Ministry of Education has made rolling adjustments to the implementation of teaching methods on campus. Since May 14, 2011, it has agreed to fully open all universities to remote teaching, whether it is Due to insufficient care or isolation dormitories, or already in distance teaching, or most teachers have adopted distance teaching, etc., the whole school may stop physical courses until the end of the semester, and **the school will implement distance online teaching from now until the end of the semester.** Those who also serve as administrative supervisors are still required to come to the school for office work. All departments are requested to urge their full-time and part-time teachers to do a good job in distance teaching to maintain the quality of teaching. The follow-up teaching mode will be implemented and adjusted in a rolling manner in accordance with the Central Epidemic Epidemic Command Center and the relevant regulations and guidelines of the Ministry of Education.

Guidelines:

1. According to the press release of the Ministry of Education on May 14 and the resolution of the meeting of the school's epidemic prevention working group on May 16, 2011.
2. In 2011, the school will implement distance online teaching for the **whole school from now until the end of the semester.** Teachers are requested to regularly update the TronClass teaching platform to announce online teaching methods, course content, and mastery of the progress. Teachers are also requested to make good use of the teaching platform to implement distance teaching while maintaining the quality of teaching.
3. Teachers are requested to announce the teaching method (including the use of software) on the school's TronClass digital learning platform in advance, and upload the teaching materials, video links, assessment methods, etc. to the school's TronClass system before class. For synchronous courses, please make good use of the digital roll call function of the TronClass system.
4. Courses related to reeducation through labor, practice, experiment, physical education and other courses should be implemented as substitute courses.
5. For off-campus internship courses, please follow the "Guidelines for the Prevention and Control of Severe Special Infectious Pneumonia in the 110th Academic Year of Colleges and Universities" ([https://cpd.moe.gov.tw/page\\_two.php?id=35148](https://cpd.moe.gov.tw/page_two.php?id=35148))

6. For resources related to distance teaching (online teaching), teachers should refer to the link website provided by the Academic Affairs Office.
7. All departments are requested to inform their full-time and part-time teachers of the cooperation matters:
  - (1) After the synchronization course is over, please enter the roll call information in the [Faculty and Staff Information Service System] to keep track of student absences.
  - (2) Please refer to the website of the Technical Service Team and Teaching Development Center of the school for the suggested description and teaching of the distance teaching method. In addition, please upload the teaching video of the course in the external space, and then provide a link to the course.
  - (3) In order to ensure the effectiveness of students' learning, when conducting distance teaching, attention should be paid to students' online attendance, class observation and discussion, and evaluation methods, and relevant records should be kept for future inspection.

Final examination (including graduating class) examination method: teachers can use online tests or multiple methods to evaluate.

8. The teaching method of the summer remedial courses in the 110 academic year: The teaching mode will be implemented and adjusted in a rolling manner in accordance with the announcement of the Central Epidemic Command Center and the relevant norms and guidelines of the Ministry of Education.
9. The teaching method of the summer remedial courses in the 110 academic year: The teaching mode will be implemented and adjusted in a rolling manner in accordance with the announcement of the Central Epidemic Command Center and the relevant norms and guidelines of the Ministry of Education.
10. The time for obtaining the graduation certificate and the method of the dissertation examination will be announced separately on the website of the Registration Section and the Further Education Section of the school.

Please note to all units that offer courses: Please read the attached files for relevant precautions; in response to COVID-19 epidemic prevention drills for distance teaching (online teaching), please fill in the checklist, and each teaching supervisor will check the online teaching plan proposed by teachers and The learning content is for the convenience of random inspection and inspection by the teaching supervisors, and please report back to the Academic Affairs Office.

# In response to the heating up of the epidemic, the Office of Academic Affairs explains

1. Graduation certificate collection time and dissertation examination method
  - (1) Leaving procedures - apply for the date of leaving the school online:
    - The first stage: May 25 to June 5, 2022
    - The second stage: from June 13, 2022
1. [Day School] University/College Division 110th academic year graduation certificate collection time
  - (1) The method of obtaining the graduation certificate is based on the principle of mailing: please be sure to go to the "Student Information Service System" and click "Recent Activities and Online Registration System" - sign up for "110 Academic Year Day Division University Junior College Graduation Certificate Mail Collection Registration", After completing the registration, please mail the degree certificate closing letter and A4 return envelope to the registration team before July 31, 2022.
  - (2) Registration group extension 2231-2236
  - (3) Links to related announcements:  
<https://admin.must.edu.tw/news/page.aspx?UnitID=83&id=2419>
2. [Evening School] University/College Department 110th academic year graduation certificate collection time
  - (1) The method of obtaining the graduation certificate is to choose between mailing and on-site collection. Please refer to the website of the Academic Affairs Group for the collection of matters needing attention:  
<https://admin.must.edu.tw/index.aspx?UnitID=107>
  - (2) Educational Affairs Group extension: 2714-2717, 2724-2725
3. Course and final exam
  - (1) 110-2 final exam (including graduating class) method: It can be assessed by teachers using online tests or multiple methods.
  - (2) The class method of the summer remedial course in the 110 academic year: The teaching mode will be implemented and adjusted on a rolling basis in accordance with the Central Epidemic Epidemic Command Center and the relevant regulations and guidelines of the Ministry of Education.
  - (3) Contact Information:
    - Daily Course Affairs Group extension 2241-2244,  
related announcement link: <https://admin.must.edu.tw/index.aspx?UnitID=82>
    - Educational Affairs Group extension 2714-2717, 2724-2725  
Related announcement link: <https://admin.must.edu.tw/index.aspx?UnitID=107>
4. The method of the dissertation examination:

- (1) The oral examination of the graduate dissertation in the second semester of the 110 academic year can be conducted online (simultaneous video); each department (institution) is authorized to decide on its own, without the need for a project signature.
- (2) The online (synchronous video) method is adopted, and the processing method and related file preservation should still be handled in accordance with the regulations of the university's master's degree examination regulations. For those who maintain physical examinations, all participants must wear masks, maintain social distance, and are not open to listen. The number of people in the room should not exceed 5. The relevant epidemic prevention regulations should be revised according to the latest epidemic prevention measures of the government.