

國立成功大學防疫公告

NCKU Epidemic Prevention Announcement for 2019 Novel Coronavirus (COVID-19)

發布單位：國立成功大學學生事務處生活輔導組

By Student Assistance Division, Office of Student Affairs, NCKU

(2020/02/26)

各位親愛的同學：

Dear Students

溫馨提醒同學們，若有同學無法於 3 月 2 日開學之前順利返校，成功大學已經啟動成大學生安心就學方案，全力協助學生可以如期完成課業。

As a gentle reminder, if you cannot return to school before the school start date of March 2nd, the “Study at Ease Project” launched by NCKU maybe of help for you. NCKU endeavors to assist students to complete your study as scheduled.

無論是「居家隔離」、「居家檢疫」或「自主健康管理」者，皆請配合每日早／晚各量體溫一次，並到成大 COVID-19 防疫資訊平台雲端紀錄 (<https://tinyurl.com/qw4p2un>)。

During the period of Home Isolation, Home Quarantine or Self-Management of Health, people should check body temperature in the morning and evening every day, and report through the on-line NCKU COVID-19 Epidemic Prevention Platform (<https://tinyurl.com/qw4p2un>).

「學生請假事宜」(Student Leave of Absence)

(1)為協助本校防疫措施，學生如**居家隔離(或隔離列管)**須請假時，請依下列方式進行：

(1) Students who cannot attend classes due to **epidemic prevention of Home Isolation or Home Quarantine**, please apply for leave through the following ways:

A.開學後：如學生因疫須請假，請至「學生請假系統」提出「病假」申請，系統將顯示(中英文版)「本次請假原因為武漢傳染性肺炎之居家自主管理或隔離列管」選項勾選「是」或「否」；如為「是」者，請假應上傳證明附件：「嚴重特殊傳染性肺炎相關之各類通知書(下半聯即可)」，無須檢附「體溫及行程紀錄表」。

A. After the school starts: Please apply for a sick leave in the "Student Leave System". When the system shows (in Mandarin and English) "The reason for absence is to carry out epidemic prevention of Home Isolation or Home Quarantine", please tick "YES" or "NO". If you tick "YES", please upload proofs of "Related Notifications of COVID-19 Prevention (the lower half would be sufficient)" in the attachment. The "records of body temperature and travel history" are not requested.

B.或至生輔組網頁/下載「紙本請假單」，以電子檔方式(含請假證明，如上所列)寄送學生就讀之系所辦公室(窗口)，以利協助向各科授課老師請假(應完成紙本請假程序)。

B. Or visit the webpage of the Student Assistance Division, download the "NCKU Student Leave Application Form", and email completed application form (including related proofs as listed above) to the student's department institute office (contact) to help request for a leave from the courses instructors. (The paperwork of a leave application shall be completed.)

(2) 學生如因 **自主健康管理** 須請假時，請至「學生請假系統」提出「病假」申請，提出請假時須上傳出、入境護照或飛機票(含國家及出入境日期)影本做為證明。

(2) Students who cannot attend classes due to Self-Management of Health, please apply for leave in the "Student Leave System". Please upload proofs of "the stamped page of passport or airline ticket (including the entry record)" in the attachment.

(3) 課務組就學務處「學生請假系統」提供因防疫無法到課之請假學生名單，依學生之修課情形通知各授課教師，說明請假不列入缺席扣分記錄。

(3) The Curriculum Division, according to the data from "Student Leave System" of the Office of Academic Affairs,

- provides a list of students who will be absent from school due to epidemic prevention,
- informs each instructor of the class according to the student's course enrollment situation,
- and states that the leave is not included in the absence penalty record.