

## 关于疫情防控期间开展本科在线教学工作的通知 Undergraduate Students Online Study Notice

为加强新型冠状病毒感染的肺炎疫情防控工作，根据教育部、上海市关于做好疫情防控工作的要求，学校延迟 2019-2020 学年春季学期开学时间，所有学生不得提前返校。本着“停课不停教，停课不停学”的总体目标，经学校研究决定，在疫情防控期间，春季学期所有本科（含预科）课程采用线上教学模式，具体安排如下：

In order to strengthen the prevention and control of outbreaks of Novel Coronavirus Pneumonia (NCP) infections, according to the requirements of the Ministry of Education and the requirements of Shanghai Government, USST will delay the start of the spring semester of the 2019-2020 school year, and all students must not return to school before the official start of the semester. In line with the overall goal of "non-stop teaching, non-stop learning", the school has decided that during the NCP prevention and control period, all undergraduate (including preparatory) courses in the spring semester will adopt online teaching models. The specific arrangements are as follows:

### 一、总体要求

#### (1) General Requirements

疫情防控期间，原则上不开展任何线下教学活动，全部调整为线上教学模式。春季学期所有本科生理理论课程按学校总体安排从 3 月 2 日（第 3 周）开始线上授课，任课教师和学生原则上按照课表和教学日历安排进行（具体上课时间安排可登录教务系统查看）。

During the NCP prevention and control period, in principle, no offline teaching activities will be carried out. All teaching activities will be adjusted to the online teaching mode. All theoretical courses for undergraduates in the spring semester will start to be taught online on **March 2** (the third week) according to the school's overall arrangement. Teachers and students will in principle follow schedules and teaching calendars (Specific class schedule can be viewed by logging in to the educational administration system).

(一) 理论授课为主的课程（全校公共通识课程、学科基础课程、专业核心课程等），应严格按学校教学计划线上开课。

1. Courses based on theoretical teaching (e.g. public general courses, subject basic courses, professional core courses, etc.) should be offered online in strict accordance with the school's teaching plan.

(二) 实验实践类课程（包括实验、实习、课程设计、毕业设计等）和体育课程，能远程或在线完成的应尽量提前安排，确实需要学生返校才能开展的也请学院和任课教师提前做好预案。实习课程暂停，待疫情过后调整安排。

2. Experimental practical courses (including experiments, internship, curriculum design, graduation design, etc.) and physical education courses, if can be completed online, should be adjusted to online teaching. If the above-mentioned courses can only be taught after students return to school, schools and the teachers should prepare a plan in advance. The internship courses will be suspended and arrangements will be adjusted after the epidemic.

(三) 2020 届毕业生毕业论文相关工作原则上按原定计划执行，指导教师以在线或其他网络通信方式进行指导，并保证对学生毕业设计（论文）工作的指导和检查切实到位，学院组织检查和督导。

3. In principle, the related work of the graduation thesis of the 2020 graduates will be carried out in accordance with the original plan. Instructing teachers should guide students through online or other network communication methods, and ensure that the guidance and inspection of the graduation project (thesis) work are in place. Schools organize inspections and supervision.

## 二、教学模式

### (2) Suggested Teaching Mode

**模式一：线上直播+线上辅导（答疑）+线上考核**

**模式二：线上录播+线上辅导（答疑）+线上考核**

**模式三：线上慕课+线上辅导（答疑）+线上考核**

**学校将着力推动教师用好超星泛雅在线平台。确保所有选课学生能够于3月2日起正常参加在线课程学习。**

Mode 1: Online live broadcast + online tutoring (Q&A) + online assessment

Mode 2: Online recording + online tutoring (Q&A) + online assessment

Mode 3: Online MOOC + online tutoring (Q&A) + online assessment

USST will use the Fan Ya Chao Xing platform for online teaching and learning, ensuring that all elective students will be able to participate in online courses starting on March 2.

### **三、学生学习**

#### **(3) Students Learning**

**全体本科生（含预科生）要合理安排时间，提前下载安装相应的软件或APP，提前熟悉学习平台和学习工具，并按课表和校历安排及时登录课程学习平台学习，积极与授课教师进行远程互动与交流，按时完成作业，诚信对待课程测验、认真准备课程考核。同时还应充分利用学校图书馆电子资源及任课教师推荐的在线课程资源，积极开展自主学习和在线学习。毕业年级学生要主动与指导教师保持联系，认真完成本科毕业设计（论文）等。对因条件限制、身体或学习困难等导致无法正常线上学习的学生，学校将多方协助开展学习。对确有困难不能开展线上课程学习的学生，须按照《上海理工大学全日制学生修读课程考勤管理办法》第九条的要求提前办理请假手续，待返校后再补齐相关课程学习。**

All undergraduates (including preparatory students) should arrange time reasonably: download and install the corresponding software or APP, become familiar with the learning platform and learning tools, and log into the course learning platform in time according to the schedule and school calendar, actively learn from and communicate with teachers online, complete homework in time, treat course tests in good faith, and carefully prepare for course assessment. Meanwhile, students are recommended to make full use of the electronic resources of the school library and online course resources recommended by the teachers,

actively carry out independent learning and online learning. Graduating students are suggested to take the initiative to keep in touch with the instructor and carefully complete the undergraduate graduation project (thesis). For students who are unable to learn online due to conditions, physical or learning difficulties, the school will assist them in many ways. For students who really have difficulty in conducting online courses, they must apply for leave in advance in accordance with the requirements of Article 9 of the "Measures for Attendance Management of Full-time Students Taking Courses at the University of Shanghai for Science and Technology", and complete the relevant course studies after returning to school.

#### **四、其它工作**

##### **(4) Other Work**

**(一) 第三轮选课、退改选。**学生第三轮选课的时间根据春季学期本科教学工作预安排的计划不变，即自2月17日开始全体学生开展第三轮选课、退改选等。学生在校外通过学校VPN或外网直接登陆教务系统进行线上选课，具体选课安排方案已制定，并已在学校相关网站和平台发布。

1. The third round of course electives, withdrawal and reelection  
The timing of the third round of course electives for students will not change according to the pre-arranged plan for undergraduate teaching in the spring semester, that is, all students will start the third round of course electives, withdraw, change, etc. starting from February 17. Students can log into the educational administration system directly through the school VPN or extranet outside the school for online course selection. The specific course selection plan has been formulated and published on the school's related websites and platforms.

**(二) 电子注册、补缓考、休复学、跨校辅修。**原定于学期初学生在教务系统中的电子注册顺延，不影响学生选课，待学校正式开学学生返校注册时同步开展。补缓考时间根据学生返校时间顺延（如有学生需依据补考成绩确定是否选课，请先选课，若考试通过，再联系学院教务老师申请退课）。教务处将联动相关部门根据学

生需求先期做好休复学线上申请的审核工作，待相关学生返校后补办相关手续。暂停跨校辅修课教学工作。

2. Electronic registration, postpone examination, resumption of study, inter-school minors

The electronic registration of students in the academic affairs system that was originally scheduled at the beginning of the semester was postponed, which does not affect students' choice of courses. Complementary examination time is extended according to the time of students returning to school (If students need to decide whether to choose courses based on the results of the supplementary examination, please choose courses first. If the complementary exam passes, then contact the college teacher to apply for withdrawal.) The Academic Affairs Office will cooperate with relevant departments to review the online application for the resumption of study in advance according to the needs of students, and will complete relevant procedures after relevant students return to school. Teaching of inter-school minor courses will be suspended.

**(三) 学生重选专业。**原定于4月份开展的学生重选专业工作因学院面试需要及相关确认流程，可能会因疫情原因导致延期，教务处正在与信息办开展研讨，拟通过构建线上面试平台和线上相关确认流程解决上述问题，将在3月底前与学院一起协商并出台解决方案，确保学生重选专业工作不受影响。

3. Students major re-selection

Owing to the School interview needs and related confirmation processes, student major re-selection originally scheduled for April may be postponed. The Academic Affairs Office is conducting discussions with the Information Office and Schools. Before the end of March, a solution will be issued to ensure that student major re-selection of will not be affected.

**(四) 毕业生相关事宜。**毕业资格审核（学位审核）、往届生申请结业转毕业与学士学位、往届生申请学位复议等将按春季学期教学工作预安排开展，但需要学生（学院）签字确认等流程性的工作会受到影响。教务处正在与信息办开展研讨，拟通过构建线上相关确认流程解决上述问题，将在3月底前与学院一起协商出台解决方案。

4. Graduate related matters

Graduation qualification review (degree review), previous students applying for graduation and bachelor's degree, and previous students application for degree review will be carried out according to the pre-arrangement of teaching work in the spring semester. But process work such as student (school) signature confirmation will be affected. The Academic Affairs Office is conducting a discussion with the Information Office, and it is planned to solve the above problems through the establishment of an online confirmation process. The solution will be negotiated with schools before the end of March.

**教务处**

**2020年2月17日**

**Academic Affairs Office**

**February 17, 2020**