广外校办〔2020〕5号

File No.: *Guang Wai Xiao Ban[[1]](#footnote-1)* [2020] No. 5

关于印发《广东外语外贸大学

2019-2020学年第二学期开学方案》的通知

**Notice on Printing and Distributing the** ***Plan for the Second Semester of 2019-2020 Academic Year of Guangdong University of Foreign Studies***

学校各单位：

All units of Guangdong University of Foreign Studies,

经学校防控新型冠状病毒感染肺炎疫情工作领导小组研究同意，现将《广东外语外贸大学2019-2020学年第二学期开学方案》予以印发，请各单位认真研究，根据学校和本单位实际，提前做好相应工作安排。

It is hereby announced that

特此通知

With the approval of the Leading Group for the Prevention and Control of COVID-19 of Guangdong University of Foreign Studies, the *Plan for the Second Semester of 2019-2020 Academic Year of Guangdong* *University of Foreign Studies* is printed and distributed. All units are kindly requested to study it carefully and make corresponding work arrangements in advance according to their actual condition and that of the University.

 广东外语外贸大学

 2020年2月12日

Guangdong University of Foreign Studies

February 12, 2020

广东外语外贸大学

2019-2020学年第二学期开学方案

**Plan for the Second Semester of 2019-2020 Academic Year of Guangdong University of Foreign Studies**

 为认真学习贯彻习近平总书记关于坚决打赢疫情防控阻击战的重要指示精神，坚决贯彻落实党中央、国务院决策部署和省委、省政府工作要求，全力做好我校新型冠状病毒感染的肺炎疫情防控工作，根据省教育厅《关于全力防控疫情确保开学安全的通知》提出的“四精准”要求，结合我校工作实际，特制定本方案，具体内容如下。

To earnestly study and implement the important instructions of General Secretary Xi Jinping on resolutely winning the epidemic prevention and control war, firmly implement decisions and arrangements of CPC Central Committee and State Council and work requirements of Guangdong Provincial Party Committee and People’s Government of Guangdong Province and effectively prevent and control COVID-19 in the University, according to the “Four Accurates” (accurate grasp of the distribution of faculty, staff and students from key areas, accurate grasp of the distribution of faculty, staff and students from key areas in various schools, departments, grades and classes, accurate master of the health status of faculty and students from key area in 14 days before returning to school and accurate arrangements for faculty, staff and students from key areas to return to school in an orderly manner by stages and batches according to their school, department, grade, class and province) put forward by Department of Education of Guangdong Province in the *Notice on Sparing No Effort to Prevent and Control COVID-19 for a Safe New Semester* and actual work of the University, the Plan is specially formulated, whose specific contents are as follows.

一、开学时间

I. Return Date

学校暂定学生开学返校时间不早于3月23日，教职工开学返校时间不早于3月9日。如受疫情影响，学生返校时间须进一步延迟，则启动在线教学模式，直至师生返校上课（在线教学安排方案详见附件1）。在线教学需要按照课程大纲的教学进度执行，待师生返校后可继续开展课堂教学活动。

The University has tentatively decided that students should return to school no earlier than March 23 and faculty and staff should return to school no earlier than March 9. If the date for students to return to school is further delayed due to the epidemic, online teaching will be adopted until teachers and students return to school (see Attachment 1 for Online Teaching Arrangements). Online teaching needs to be carried out according to the teaching schedule of syllabus, and classroom teaching can be restored after teachers and students return to school.

二、教职工返校

II. Faculty

（一）各类人员分期、分批返校报到

(i) Return of All Kinds of Personnel by Stages and Batches

1.在湖北省的教职工。根据国家、省、市疾控部门或上级行政主管部门要求，目前仍在湖北省的教职工，不得提前返回广州市，返校时间视疫情防控情况另行通知。

1. Faculty and staff who stay in Hubei Province. According to requirements of municipal, provincial and national departments for disease control or superior administrative departments, faculty and staff who still stay in Hubei Province are not allowed to return to Guangzhou in advance. The time of their return to school will be further notified depending on the situation of epidemic prevention and control.

2.在广州市外（但不在湖北省）的教职工。在广州市外（但不在湖北省）的教职工，可以提前返回广州市，但不得提前返校。自返回广州市之日起，居家观察14天，并坚持每日测量体温，填写《居家隔离人员14天身体健康状况表》。待居家观察14天后，方可返校上岗。因特殊原因需提前返校的，根据《关于因特殊情况提前返校教职工履行相关审批程序的通知》（广外人〔2020〕8号）的规定执行。

2. Faculty and staff who stay outside Guangzhou (but not in Hubei Province). Faculty and staff outside Guangzhou (but not in Hubei Province) may return to Guangzhou in advance, but may not return to school in advance. After they return to Guangzhou, they should take home observation for 14 days, measure their temperature every day and fill in Physical Health Status Form for Home-Quarantine Personnel in 14 Days. Only after home observation for 14 days can they return to work. If it is necessary for them to return to school in advance due to special reasons, *Notice on the Review and Approval Procedures for Faculty and Staff to Return to School in Advance* *due to Special Reasons* (Guang Wai Ren[[2]](#footnote-2) [2020] No. 8) shall be implemented.

3.仍处于医学观察期的重点教职工。仍处于医学观察期的教职工（主要包括从防控重点地区尤其是湖北省返校或返粤的教职工、与防控重点地区尤其是湖北省人员密切接触的教职工、与疑似或确诊病例密切接触的教职工），必须在解除医学观察后，向所在二级单位（归口管理部门）提交指定医院开具的解除医学观察证明等材料，经审核批准后，方能按照大学开学工作统一安排返校上岗。

3. Key faculty and staff still under medical observation. Faculty and staff still under medicine observation (including those who return to school or Guangzhou from key areas, especially Hubei Province, or have had close physical contacts with people from key areas, especially Hubei Province, or suspected or confirmed cases) must submit *Proof of Released Medical Observation* and other related documents issued by designated hospitals to their secondary units (centralized administrative departments) after they are released from medical observation. Only after review and approval can they return to school for work in accordance with centralized arrangements for colleges and universities to start new semester.

4.已经确诊为新型冠状病毒感染肺炎的教职工或属于疑似病例的教职工。已确诊为新型冠状病毒感染肺炎的教职工或属于疑似病例的教职工，应向所在二级单位（归口管理部门）提交请假申请和医院开具的证明，二级单位（归口管理部门）审批同意后报送门诊部和人事处备案。病愈后，必须向所在二级单位（归口管理部门）、门诊部和人事处提供医院开具的可以返校工作的医学证明，方能按照大学开学工作统一安排返校上岗。

4. Faculty and staff who have been diagnosed with COVID-19 or as suspected cases. Faculty and staff who have been diagnosed with COVID-19 or as suspected cases should submit a leave application and proof issued by hospitals to their secondary units (centralized administration departments). After review and approval, secondary units (centralized administration departments) should report to Outpatient Department and Human Resources Division for registration. After recovering, they must provide medical proof issued by hospitals which prove that they can return to school for work to their secondary units (centralized management departments), Outpatient Department and Human Resources Division before they can go back to school for work in accordance with centralized arrangements for colleges and universities to start new semester.

5.可以按时返校上岗的教职工。凡不属于第1条提及的教职工，虽属于第2、3、4条提及的但已超过居家观察14天、解除医学观察或健康出院的教职工，可按大学规定的返校时间，在各二级单位（归口管理部门）的组织下，准时返校上岗（原则上不要提前返校），做好教学、科研、管理、教辅和后勤服务等各项开学准备工作。

5. Faculty and staff who can return to school for work on time. Faculty and staff who do not fall into 1 but 2, 3 or 4 above and have been released from home observation for 14 days or medical observation or discharged from the hospital can go back to school for work on time as stipulated by the University (not in advance in principle) under the organization of secondary units (centralized management departments) so as to prepare for teaching, scientific research, management, teaching assistance, logistics services, etc.

（二）返校报到相关工作

(ii) Reporting for Duty

1.报到时提交相关资料。按时返校工作的教职工，均需将个人签名的《健康卡》和《居家隔离人员14天身体健康状况表》（相关表格可在后勤处网页上下载），提交所在二级单位（归口管理部门），再由二级单位（归口管理部门）统一提交门诊部。同时，各单位将本单位教职工开学考勤汇总情况报送人事处。

1. Relevant documents when reporting for duty. Faculty and staff who return to school for work on time are required to submit *Health Card* and *Physical Health Status Form for Home-Quarantine Personnel in 14 Days* (relevant forms can be downloaded from the website of Logistics Department) with personal signatures to their secondary units (centralized management departments), which will then be submitted to Outpatient Department by secondary units (centralized management departments). At the same time, all units should submit faculty and staff attendance summary to Human Resources Division.

2.教职工不能按时报到的工作安排。截至3月9日，仍在医学观察期，无法按时返校报到的教职工，应向所在二级单位提交个人情况说明（个人情况应和监测信息日报告信息一致）和指定医院出具的医学观察报告书，经所在二级单位审批同意后报送人事处备案，其个人返校前和返校上岗后的相关工作，由所在二级单位统筹安排。

2. Work arrangements for faculty and staff who fail to report for duty on time. Faculty and staff who are still under medical observation as of March 9 and thus cannot return to school for work on time should submit a personal statement (should be consistent with the information of daily report system for monitoring information) and medical observation reports issued by designated hospitals to their secondary units, which will then be submitted to Human Resources Division for registration after the review and approval of secondary units. Related work of such faculty and staff before and after they return to school for work will be arranged by their secondary units.

3.《健康卡》、《居家隔离人员14天身体健康状况表》、开学考勤情况、个人情况说明、《请假申请单》、医院证明等材料，在提交电子版材料的同时，对需签名、签意见的材料可以采用拍照、扫描等方式进行电子化网络报送、备案和审批。有国（境）外教职工的二级单位，需指定专人协助外教办理相关手续。

3. While submitting electronic documents such as *Health Card*, *Physical Health Status Form for Home-Quarantine Personnel in 14 Days*, school attendance, personal statement, *Leave Application Form*, hospital proof, etc., you can photograph or scan documents that need to be signed or reviewed for online report, registration and review. Secondary units that have foreign teachers should designate special personnel to assist foreign teachers with relevant procedures.

（三）其他事项

(iii) Other Matters

1.绝不允许带病或未解除医学观察人员返校工作。

1. Sick personnel or those who are not discharged from medical observation are not allowed to return to school.

2.按时返校工作的教职工，须佩戴口罩上班，往返学校提倡自驾车。若必须乘坐公共交通工具，必须做好个人防护措施。建议使用个人饭盒和餐具用餐，各单位对教职工健康进行监测，发现异常情况及时上报门诊部，以确认是否实施医学隔离等防疫措施。

2. Faculty and staff who return to school for work on time must wear masks when working. Driving to work is recommended. If you have to take public transport tools, ensure to take good personal precautions. It is recommended to use individual lunch box and tableware for meals, and each unit should monitor the health of their faculty and staff, and report any abnormal situation to Outpatient Department in time to confirm whether to implement medical quarantine and other epidemic prevention measures.

3.对于因各国出境政策或航班管制原因而无法按时返校的国（境）外教师，需出具其所在国政府颁布的相关政策说明或者航空公司关于航班管制的相关书面证明，报所在学院及国际合作与交流处审批。学校将积极给予上述国（境）外教师协助和支持，并待国（境）外教师返校后补发相关工作报酬。各学院应做好相关预案，及时调整教学计划安排。

3. For international teachers who cannot return to school for work on time due to national exit policies or flight control, they should present relevant policy statements issued by the governments of their home country or relevant written proof of flight control issued by the airline company, and submit to their schools and International Office for approval. The University will actively provide assistance and support for such international teachers, and pay relevant wages retroactively for such international teachers after they return to school for work. Each school should make relevant pre-plans and adjust teaching plans in time.

三、学生返校

III. Students

1.学生初定按照分批次、分学院、分地域方式返校，具体返校安排另行通知。

1. Students should return to school in batches according to their schools and regions. Specific arrangements will be further notified.

2.学生返校前自觉居家隔离。隔离时间距离返校日期不少于14天，并每天向辅导员报告隔离期间的健康情况。

2. Students should stay at home before returning to school. They should stay at home for home quarantine for no less than 14 days before they return to school. They should also report their health condition during home quarantine to their counselor every day.

3.学生向学院提出返校申请。通过“我在校园”小程序，学院根据学生身体情况批准学生在规定日期返校。学生提交返校申请时要报告个人目前所在地、有无湖北旅行史和与湖北人员接触史、本人及亲友有无发热症状、个人健康状况，不得漏报、瞒报。学生在本学院返校日前14天进行返校申请，获学院批准后取得《同意返校通知》，未经批准不得返校，更不能提前返校。

3. Students should apply to the University for returning to school. Through “I’m in Campus” app, the University allows students to return to school on a specified date based on their physical condition. When submitting the application for returning to school, students should report their current location, travels to Hubei Province and physical contacts with people from Hubei Province, fever symptoms of themselves and their relatives and friends, and personal health status. Omission and deception are not allowed. Students should apply for returning to school 14 days before the return date stipulated by their school and get *Notice on Permitted Return to School* after being approved by their school. It is not allowed to return to school without permission, or even in advance.

4.入校体温检测。学生进入校园必须出示校园卡和《同意返校通知》并接受体温检测，体温正常者入住学生宿舍，体温异常者需要按照学校关于新型冠状病毒感染的肺炎疫情防控医学观察的相关规定接受医学隔离，任何不听从学校防疫工作安排的个人，将受到通报批评直至纪律处分。学生返校前做好口罩、温度计等个人防疫物品的购买，返校途中注意防范病毒感染。送学生返校的家长一律不得进入校园。

4. Temperature measurement before entering the University. When entering the University, students must show their campus card and *Notice on Permitted Return to School* and accept temperature measurement. Those with normal temperature can check in at their dormitory, while those with abnormal temperature need to accept medical quarantine according to regulations on the prevention and control of COVID-19 of the University. Any student who fails to follow the University’s instructions will be subject to criticism and disciplinary measures. Before returning to school, students should purchase personal anti-epidemic items such as masks and thermometer, and pay attention to preventing virus infection on the way back to school. Parents who send students back to school are not allowed to enter the University.

5.返校后身体状况报告。学生返校后必须根据要求每天向辅导员报告身体健康情况；不在校外用餐；避免出入人流密集的场所；学生不得组织和参与集体聚会和活动。

5. Report on physical condition after returning to school. Students must report their health condition to their counselor every day after they return to school. They should not dine outside the University, go to crowded places or organize or participate in gatherings or activities.

四、教学及相关工作安排

IV. Teaching and Related Work Arrangements

（一）课程选课

(i) Course Selection

1.补退选。开学第1-2周，本科生可通过网络登录教务系统完成补退选操作。

1. Adding and canceling courses. In the first one to two weeks of the semester, undergraduate students can log in the educational administration system for adding and canceling courses.

2.网络通选课选课。本科生可通过网络登录教务系统完成选课操作。

2. Online selection of optional courses. Undergraduate students can log in the educational administration system for course selection.

3.研究生可通过网络登录研究生信息管理系统完成选课、补退选等操作。

3. Graduate students can log in the graduate information management system to select, add and cancel courses.

4.特殊情况由学院、教务处或研究生院安排处理。

4. Special cases will be handled by schools, Academic Affairs Office or Graduate School.

5.选课事宜将在后续发出具体通知。

5. Specific notices about course selection will be issued later.

（二）课程重修

(ii) Course Retake

1.学生将重修申请表通过网络发给本学院或开课单位教学秘书办理相关事宜。

1. Students should send the *Retake Application Form* online to teaching secretary of their school or course holding unit.

2.重修办理事宜将在后续发出具体通知。

2. Specific notices about retake will be issued later.

（三）课程补缓考

(iii) Make-up and Delayed Exam

课程补缓考在学生返校后开展。返校后仍须隔离观察的学生如需参加补缓考的，待完成隔离观察后再单独安排补缓考。如需单独出卷，由学院安排任课教师出卷。

Make-up and delayed exam will be held after students return to school. If students who still need to be quarantined for observation after returning to school need to take make-up and delayed exam, they should take make-up and delayed exam separately after their quarantined observation is finished. If a separate paper is needed, their school should arrange the course teacher to design the paper.

（四）学籍管理

(iv) Student Status Management

学生的休学、复学等学籍异动，在返校后按正常程序办理，特殊情况由学院（中心）安排处理。各学院应组织好在校或暂不能返校的学生参与专业大类分流和转专业。

The suspension, resumption and other changes of student status shall be handled according to normal procedures after students return to school. Special cases shall be handled by schools (or school centers). All schools should organize students who are in the University or cannot return to school to participate in major classification and change majors.

（五）返校后仍须隔离观察学生的教学安排

(v) Teaching Arrangements for Students Who Need Quarantined Observation after Returning to School

学院须为隔离观察的学生提供有效的学业指导，在保证身心健康的前提下，须隔离观察的学生应做好课外自主学习（具体安排详见附件2）。

All schools shall provide effective academic guidance for students under quarantined observation. On the premise of ensuring their physical and mental health, students under quarantined observation shall make independent extracurricular study (see Attachment 2 for details).

（六）毕业及学位审核

(vi) Graduation and Degree Verification

精心组织、周密安排，确保毕业生所有成绩不晚于5月15日录入完毕（即推迟2周）；对2020届毕业生暂不执行学位授予与外语等级考试挂钩的规定，保障毕业审核及学位授予相关工作顺利完成，保证毕业生按期毕业。

Careful organization and meticulous arrangement are required to ensure that all scores of graduates are recorded no later than May 15 (i.e. 2 weeks later). The class of 2020 graduates temporarily do not fail into the regulation of degree awarding based on scores in foreign language level exam to ensure that graduation review and degree awarding can be completed smoothly and graduates can graduate on schedule.

（七）毕业论文（设计）

(vii) Graduation Thesis (Design)

1.2020年夏季普通本科毕业生的本科生毕业论文（设计）进度安排原则上不变。教师要通过学校毕业论文（设计）管理系统按照学校要求和各学院的计划指导学生完成毕业论文（设计）。各学院毕业论文（设计）成绩录入工作须于5月15日前完成，具体安排将另行通知。

1. In principle, the schedule of undergraduate graduation thesis (design) for general undergraduate students in the summer of 2020 will remain unchanged. Teachers shall guide students to complete their graduation thesis (design) according to requirements of the University and plans of each school through the University’s graduation thesis (design) management system. Each school should complete recording graduation thesis (design) scores before May 15. Specific arrangements will be notified.

2.拟于2020年6月毕业的研究生，其学位论文进展按原计划时间节点进行。研究生导师、研究生培养单位通过网络形式对研究生学位论文撰写提供必要指导，确保学位论文质量。各单位灵活掌握预答辩、论文送审形式，提前做好远程工作预案。根据实际需要酌情考虑增加学位评定委员会会议次数。

2. For graduate students who are expected to graduate in June 2020, the original schedule for their dissertation will be carried out. Graduate tutors and graduate training institutions should provide necessary guidance for the writing of graduate dissertation online to ensure dissertation quality. Each unit should flexibly adopt pre-defense and paper submission, and make remote work plans in advance and increase meetings of Academic Degree Assessment Committee if necessary.

3.来自湖北及其他疫情防控重点区的拟毕业研究生如不能返校，可在家按计划继续完成学位论文写作。如因疫情影响学位论文研究工作没有如期完成，研究生可与导师、培养单位申请，根据自身实际，做好推迟毕业、申请延期的准备。

3. Prospective graduates from Hubei and other key areas can continue to complete their dissertation at home as planned if they cannot return to school. If their dissertation research is not completed as scheduled due to the impact of the epidemic, graduate students can apply with their tutors and training institutions, and according to their own reality, be prepared to delay graduation and apply for extension.

（八）专业实习

(viii) Internship

本科教学校外实习活动在疫情结束前要暂停、且不得组织新的实习活动。各学院要于学校开学前做好2020届夏季毕业生实习学分完成情况的统计工作。对于暂停校外实习导致实习时间减少或无法完成实习学分等问题，可根据实际情况适当调整实习考核要求，或做好替代校外实习的预案。各学院要在5月15日前完成毕业生毕业实习成绩录入工作。

Off-campus internship for undergraduate teaching shall be suspended before the end of the epidemic and no new internship shall be organized. Each school should complete the summary of completed internship credits of the class of 2020 summer graduates before the new semester begins. As for problems caused by the suspension of off-campus internship, such as less internship time or failure to complete internship credits, we can adjust internship assessment requirements according to the actual situation, or make a replacement plan for off-campus internship. All schools should complete recording graduation internship results before May 15.

（九）艺术类术科考试

(ix) Arts Exam

适当推迟艺考报名和考试时间。学校招生办密切与上级主管部门的联系，及时把握有关政策要求；根据疫情发展情况和上级主管部门的政策要求，及时协调新闻学院、艺术学院和校内各有关部门做好校考工作预案。

Delay the registration and exam for arts exam. Admission Office should keep close contact with superior authorities and grasp relevant policy requirements timely. According to the development of the epidemic and policy requirements of superior authorities, it should timely coordinate with School of Journalism, College of Art and relevant departments of the University to make feasible plans for arts exam of the University.

（十）研究生招生工作

(x) Recruitment of Graduate Students

学校将根据疫情情况和上级部门的通知要求，在确保师生安全的前提下，按照公开、公平和公正的原则，及时组织硕士研究生复试和博士研究生普通招考初试工作。做好硕士研究生招生远程复试工作预案与推迟博士生招考工作预案。

According to the situation of the epidemic and notices and requirements of superior departments, the University will organize the second-round exam for master students and the first-round exam for doctoral students in time in accordance with the principles of openness, fairness and justice on the premise of ensuring the safety of teachers and students. The University will also make feasible plans for remote second-round exam for master students and delaying the recruitment of doctoral students.

五、校园管理措施

V. Campus Management

（一）门岗管理

(i) Gate Guard

必要时，限开部分大门以加强管理，北校区只开西大门、北门、南门等三个门，南校区只开正门、校名石门、生活区一号门和三号门。

When necessary, only some gates are opened to strengthen the management. North Campus can only open West Gate, North Gate and South Gate, while South Campus can only open Main Gate, Outer Ring Entrance (North East entrance) and Gate 1 and Gate 3 of the living area.

（二）车辆管理

(ii) Vehicle

1.除警车、急救车、消防车、工程抢险车辆外，未经许可，校外车辆不得进入校园，所有进校车辆必须登记验证。

1. Except police car, ambulance, fire engine and emergency vehicle, off-campus vehicles are not allowed to enter the University without permission. All vehicles entering the University must be registered and verified.

2.确因保障工作、生活需要进校的校外车辆，必须提出申请，由校内联系单位审批后，提前2天提交保卫处审批，审批通过后方可进出校园。

2. Off-campus vehicles that need to enter the University to ensure work and life must submit an application, which shall be submitted to Security Department for approval two days in advance after being approved by contact units of the University. Only after approval can they enter the University.

（三）人员管理

(iii) Personnel

1.未经批准，校外无关人员一律不准进入校园，所有进校人员必须登记验证、检测体温和佩戴口罩。

1. No off-campus personnel is allowed to enter the University without permission. All incoming personnel must register for verification, accept temperature measurement and wear masks.

2.未经批准，疫情防控重点地区的学生一律不准返校；其他学生按学校规定程序完成相关审批手续，凭学生卡登记验证后进出校园。

2. Students in key areas are not allowed to return to school without approval. Other students shall complete relevant review and approval procedures prescribed by the University, and shall enter and leave the University after registration and verification with the student card.

3.教职工凭教工卡（身份证）、其他人员凭身份证经门岗保安通过“进校信息查询平台”核对无误后进入校园，没有填写《广外教职工健康监测信息登记表》并审核通过的人员不能进入校园。

3. Faculty and staff can enter the University with the staff card (ID card) while other personnel should hold their ID card after the verification of security guards on the Incoming Information Inquiry Platform. Personnel who fail to fill in the *Registration Form of Health Monitoring Information for Faculty and Staff of Guangdong University of Foreign Studies* and then get approval shall not be allowed to enter the University.

4.因公务临时进出校园的人员，必须提出申请，由校内联系单位审批后，提前1天提交保卫处审批，审批通过后方可进出校园。

4. Personnel who enter or leave the University temporarily for official business must submit an application, which shall be submitted to Security Department for approval one day in advance after being approved by contact units of the University. Only after approval can they enter or leave the University.

（四）体温检测

(iv) Temperature Measurement

1.进入校园的所有人员必须进行体温检测。

1. All personnel entering the University must accept temperature measurement.

2.有发热或咳嗽症状的校内居住的教职工及其家属、学生和校外人员，如持有近期医院开具排除新型冠状病毒感染肺炎的就诊记录或证明，可以进入校园。如无相关证明，北校区的由保卫处登记并通报北校门诊部和居委会，同时指引其到医院就诊；南校区的由保卫处登记并报告南校门诊部，由门诊部值班医生视情况按大学城卫监指引处理；高等继续教育（公开）学院白云湖校区的由保卫处及时登记并通报门诊部，同时指引其到医院就诊。

2. Faculty and staff and their families living in the University, students and off-campus personnel who have fever or cough may enter the University with recent hospital record or proof issued by hospitals that excludes COVID-19. If such case happens at North Campus and such personnel have no relevant proof, Security Department at North Campus shall register and inform Outpatient Department and Neighborhood Committee at North Campus and guide them to the hospital at the same time. If such case happens at South Campus and such personnel have no relevant proof, Security Department at South Campus shall register and inform Outpatient Department at South Campus, and doctors on duty of Outpatient Department at South Campus shall handle based on the guidance of Health Monitoring Department of Guangzhou University Town. If such case happens at Baiyun Lake Campus of Institute of Advanced Continuing Education (Open College) and such personnel have no relevant proof, its Security Department should register and inform Outpatient Department in time and guide them to the hospital at the same time.

3.有发热或咳嗽症状的校外居住人员（包括教职工），一律不准进入校园。

3. Off-campus residents (including faculty and staff) with fever or cough are not allowed to enter the University.

4.校内发现有发热或咳嗽症状的人员，禁止进入公共区域及楼宇（行政楼、教学楼、办公楼、饭堂、宿舍、图书馆等），北校区的要求该人员及时到就近的医院就诊。南校区的报告南校门诊部，由门诊部值班医生视情况按大学城卫监指引处理；高等继续教育（公开）学院白云湖校区的要求该人员及时到就近的医院就诊。

4. Anyone who has fever or cough is prohibited from entering public areas and buildings (administration building, teaching building, office building, canteen, dormitory, library, etc.). If such case happens at North Campus, such personnel should be required to go to the nearest hospital in time. If such case happens at South Campus, Outpatient Department at South Campus should be informed and doctors on duty of Outpatient Department at South Campus shall handle based on the guidance of Health Monitoring Department of Guangzhou University Town. If such case happens at Baiyun Lake Campus of Institute of Advanced Continuing Education (Open College), such personnel should be required to go to the nearest hospital in time.

5.疫情防控重点人员（从疫情防控重点地区回来、与疫情防控重点地区人员密切接触者、途经疫情防控重点地区）在居家隔离期间，体温超过37.3℃或有咳嗽气、促等呼吸道症状，北校区的报告北校门诊部，由门诊部联系疾控中心，由定点医院安排转运；南校区的报告南校门诊部并联系上级医院进行专业转运处置。高等继续教育（公开）学院白云湖校区的联系疾控中心，由定点医院安排转运。

5. As for key personnel (who come back from key areas, who have had close physical contacts with people from key areas and who have had passed by key areas) who have their temperature higher than 37.3 ℃ or have respiratory symptoms such as cough and anhelation during home quarantine, if they are at North Campus, they should report to Outpatient Department at North Campus and then be transferred by designated hospitals; if they are at South Campus, they should report to Outpatient Department at South Campus and then contact superior hospitals for professional transfer; if they are at Baiyun Lake Campus of Institute of Advanced Continuing Education (Open College), they should contact Disease Control and Prevention Center and then be transferred by designated hospitals.

（五）宿舍管理

(v) Dormitory

学生公寓实行封闭管理，进出人员实名登记验证、监测体温，禁止外人来访。

The dormitory is under closed management. All exit and entry will be subject to real-name registration and temperature monitoring and no visitors are allowed.

（六）医学观察安排

(vi) Medical Observation

学校根据疫情防控工作要求，提前制定医学观察工作方案，设置医学观察点，做好医学观察相关物资准备工作。医学观察点安排如下：

In accordance with requirements of epidemic prevention and control, the University has formulated work plans of medical observation in advance, set up medical observation spots, and prepared supplies for medical observation. Medical observation spots are arranged as follows:

北校区（47间）：第一招待所、第三招待所

南校区（177间）：友苑A招待所、学术交流中心

白云湖校区（79间）：晨建楼1-3层

North Campus (47 rooms) : No. 1 Guest House, No. 3 Guest House

South Campus (177 rooms) : Youyuan Guest House A, Academic Exchange Center

Baiyun Lake Campus (79 rooms) : 1st-3rd floors of Chenjian Building

六、工作职责

VI. Duties

（一）各学院做好师生员工的教育引导、信息收集、日常管理和应急处置工作。确保每个师生员工知晓返校要求，做好防疫准备。准确掌握师生员工的健康状况（教职工填写《健康卡》和《居家隔离人员14天身体健康状况表》），按照要求及时准确报送信息。加强防疫健康教育，引导师生员工理解和配合防疫工作，确保校内防疫措施实施。做好排查、心理疏导和快速响应。

(i) All schools should provide guidance for faculty, students and staff, collect information and implement effective daily management and emergency response. They should ensure that faculty, students and staff are aware of requirements for returning to school and take effective precaution measures. They should master the health status of faculty, students and staff accurately (faculty and staff should fill in *Health Card and Physical Health Status Form for Home-Quarantine Personnel in 14 Days*) and timely and accurately submit information as required. They should strengthen epidemic prevention and health education and guide faculty, students and staff to understand and cooperate with epidemic prevention so as to ensure that epidemic prevention measures can be effectively implemented in the University. They should also carry out investigation and provide psychological counseling and quick response.

（二）学生处做好学生返校组织工作。按照学校防疫工作要求，做好学生返校工作布置。收集并协同各部门处理各学院学生返校问题，督促和检查各学院学生返校工作落实情况。做好数据的收集和研判，做好应急预案。做好心理辅导和干预工作。

(ii) Student Affairs Office is responsible for organizing students’ return to school. According to the University’s epidemic prevention requirements, it should make good arrangements for students’ back to school. It should collect and cooperate with various departments to deal with problems for students to return to school, and urge and check the work for students to return to school. It should also collect and evaluate data, and then design emergency plans. Psychological counseling and intervention are also required.

（三）保卫处根据学生处提供的返校学生名单实施学生进入校园管理，禁止未经批准返校学生进入校园，发现体温异常者送门诊部按有关指引处置。做好返校日交通疏导，禁止送学生返校的家长进入校园。

(iii) According to the list of returning students provided by Student Affairs Office, Security Department shall control students’ access to the University, and prohibit students from entering the University without permission. People with abnormal temperature should be sent to Outpatient Department for treatment according to relevant guidelines. It should also manage the traffic on the return date and stop parents who send students back to school entering the University.

（四）后勤处做好充分的学生返校防疫物资储备和防疫隔离处置。学生返校前完成隔离区安排以及口罩、体温计、消毒液、紫外线灯等防疫物资的购置。制定出现疫情感染的规范操作，指导各学院做好应急预案。安排物业公司和公寓中心工作人员做好返校学生入住宿舍的各项工作。

(iv) Logistics Department should prepare epidemic prevention supplies and provide quarantine treatment for students’ return. Before students’ return, it should prepare the quarantine area and finish the purchase of epidemic prevention supplies including mask, thermometer, disinfectant and ultraviolet lamp. It should formulate standard operations for epidemic infection, and guide all schools to make effective emergency plans. It is also responsible for arranging property management company and staff at Dormitory Center for preparing for students’ return and check-in.

（五）教务处、研究生院制定具体开学计划，做好疫情防控重点地区学生延期返校或者不返校的教学安排预案。

(v) Academic Affairs Office and Graduate School shall formulate specific plans for the opening of new semester, and make teaching arrangements for students from key areas to delay or cancel their return to school.

附件：1.在线教学安排方案

 2.返校后仍须隔离观察学生的教学安排

Attachment: 1. Online Teaching Arrangements

2. Teaching Arrangements for Students Who Need Quarantined Observation after Returning to School

附件1

Attachment 1

在线教学安排方案

Online Teaching Arrangements

如受疫情影响，学生返校时间须进一步延迟，则启动在线教学模式，直至返校上课。在线教学需要按照课程大纲的教学进度执行，待师生返校后可继续开展课堂教学活动。

If the date for students to return to school is further delayed due to the epidemic, online teaching will be adopted until teachers and students return to school. Online teaching needs to be carried out according to the teaching schedule of syllabus, and classroom teaching can be restored after teachers and students return to school.

（一）为确保学生学习时间不冲突，在线教学授课时间原则上应按照学校2019-2020学年第二学期课程表教学安排时间进行，若有变更须提前与学生商定并报所在单位备案。

(i) In order to ensure that students’ class time does not overlap, the teaching time of online teaching should be arranged according to the teaching schedule for the second semester of 2019-2020 academic year in principle. Any changes shall be agreed by students in advance and reported to related units for record.

（二）任课教师（或课程团队）自行选择能较好实现课程教学任务的在线教学平台和工具，如雨课堂、爱课程、中国高校外语慕课平台、广外课堂（适用校园网）、Blackboard平台（适用校园网）等。同时，要选用合适的线上教学方式，如直播、“PPT+语音”、基于慕课资源的混合式教学、QQ群授课讲解等形式。建议优先选用学堂在线的雨课堂作为在线教学平台。各教学单位须组织任课教师提前学习和培训相关在线教学平台使用和教学方式。

(ii) Teachers (or course teams) should choose online teaching platform and tools that can better realize their course teaching tasks, such as Rain Classroom, iCourse, UMOOCs, Guangwai Classroom (campus network applicable), Blackboard (campus network applicable) and so on. At the same time, appropriate online teaching methods should be selected, such as live broadcast, PPT+ voice, blended teaching based on MOOC resources, QQ group teaching and explanation, etc. It is recommended to choose Rain Classroom by XuetangX as online teaching platform first. All teaching units shall organize teachers to learn online teaching platforms and train teaching methods in advance.

（三）任课教师须通过微信、QQ等方式建立课程群或教学班群作为在线教学师生交流的平台，并在群上及时发送学习资料，布置作业，解答学生问题等。

(iii) Teachers should use WeChat, QQ and other platforms to set up a course group or class group as an online exchange platform among teachers and students, and timely publish learning materials, assign homework, and answer students’ questions in the group.

（四）任课教师须在课程群及时发布授课公告，在第一次课告知学生课程的考核要求；在教学过程中及时跟踪学生的学习进度，了解学生的学习情况；通过课程群开展作业、讨论等教学活动，形成详细的过程性教学、学习、考核记录，作为平时成绩和教学评估佐证材料。

(iv) Teachers shall timely publish teaching announcement in the course group and inform students of assessment requirements of the course in the first class. During their teaching, they should track students’ learning progress and understand students’ learning. They should also assign homework and hold discussions and other teaching activities in the course group, and form detailed records of teaching, learning and assessment, which can be used as supporting materials for regular grades and teaching evaluation.

（五）鼓励教师充分利用现有线上课程资源开展在线教学。

(v) Teachers are encouraged to make full use of existing online course resources to carry out online teaching.

1.自建各级精品资源共享课、精品视频公开课、在线开放课程（含MOOC和SPOC课程）：各课程负责人或任课教师根据本学期教学计划，尽快完善教学视频、课件等线上教学资源，并保障课程网站能正常运行。

1. Open quality resource sharing courses, quality open video courses, and online open courses (including MOOC and SPOC courses) at all levels: According to the teaching plan of this semester, people in charge of courses or teachers shall improve online teaching resources such as teaching video and courseware as soon as possible, and ensure the normal operation of the course website.

2.校外共享优质线上课程资源：没有自建在线课程的任课教师，可选择教育部免费开放的22个平台的2.4万余门在线课程作为辅助教学资源，供学生参考学习。建议优先选择国家精品在线开放课程。

2. Off-campus sharing of quality online course resources: Teachers who do not open online courses can choose more than 24,000 free online courses from 22 platforms provided by Ministry of Education as auxiliary teaching resources for students’ reference. It is recommended to choose national quality online open courses first.

（六）各教学单位作为教学管理的一线责任单位，对教师的教学过程和教学质量应做好监督管理，及时帮助教师和学生处理在线教学过程中出现的问题，保证在线学习与线下课堂教学质量实质等效。学校教学质量管理评估中心将组织对在线教学的运行状态和教学质量进行监督和评价。

(vi) As the front-line responsible unit of teaching management, each teaching unit should supervise and manage teachers’ teaching and teaching quality, timely help teachers and students to deal with problems during online teaching, and ensure that the quality of online teaching and offline classroom teaching is substantially equivalent. Teaching Quality Management and Evaluation Center will organize the monitoring and evaluation of the running state and teaching quality of online teaching.

（七）在线教学工作的具体安排将另行通知。

(vii) Specific arrangements of online teaching will be further notified.

附件2

Attachment 2

返校后仍须隔离观察学生的教学安排

Teaching Arrangements for Students Who Need Quarantined Observation after Returning to School

学院须为隔离观察的学生提供有效的学业指导，在保证身心健康的前提下，须隔离观察的学生应做好课外自主学习。

All schools shall provide effective academic guidance to students under quarantined observation. On the premise of ensuring their physical and mental health, students under quarantined observation shall make independent extracurricular study

（一）须隔离观察的学生由学院统一请假，并通知相关课程的任课教师。

(i) Students who need quarantined observation shall be asked for leave by their schools and teachers of relevant courses shall be notified.

（二）各学院和任课教师通过网络等形式安排和指导须隔离观察的学生进行课外自主学习，给学生提供学习建议和学习资料等。

(ii) All schools and teachers should arrange and guide students who need quarantined observation to make independent extracurricular study through network and provide students with learning suggestions and materials.

（三）对于在录播教室开展的课程，由网信中心为隔离观察的学生开通网络视频学习账号，供学生在线学习。

(iii) For courses conducted in recording classroom, Network and Information Center will open an online video learning account for students under quarantined observation so that they can learn online.

（四）学院和任课教师为隔离观察的学生安排同学进行一对一结对帮扶，并在返校第一周落实结对名单，做好学业帮扶工作。

(iv) Schools and teachers should arrange one-on-one pairing assistance for students under quarantined observation, and make the pairing list in the first week after students’ back to school for effective study assistance.

（五）因隔离观察或治疗缺课的学生，返回课堂后由学院安排教师利用课余时间给予补课或辅导。

(v) Students who are absent from classes due to quarantined observation or treatment shall be provided with remedial lessons or tutoring in their spare time after they return to class.

（六）须隔离观察或治疗的学生，平时作业可通过网络提交或返回课堂后补交；如超过教学周数三分之一，学生仍不能返回课堂的，可申请免修不免考，保留参与课程考核资格。

(vi) Students who need quarantined observation or treatment can submit their homework online or after they come back to class. If students still cannot return to class after more than 1/3 of teaching weeks, they can apply for exemption from courses with exams taken to retain the qualification to participate in course assessment.

1. This is the transliteration of the citation of the file of Chinese institution. In the citation convention of the PRC institution, *Guang Wai* (广外) means Guangdong University of Foreign Studies; *Xiao Ban* (校办) means President’s Office. Put together, *Guang Wai Xiao Ban* (广外校办) means the President’s Office of Guangdong University of Foreign Studies. [↑](#footnote-ref-1)
2. This is the transliteration of the citation of the file of Chinese institution. In the citation convention of the PRC institution, *Guang Wai* (广外) is the abbreviation of Guangdong University of Foreign Studies; *Ren* means Human Resources Division. Put together, *Guang Wai Ren* (广外人) means the Human Resources Division of Guangdong University of Foreign Studies. [↑](#footnote-ref-2)