一、课程教学

Section 1. Teaching

Q1. 关于开课和学生返校时间？

A：根据上海市有关疫情防控的总体要求，学校 2 月底前不开学，定于 3 月 2 日正式开课（线上教学）。在学生返校前，教师将采用多种教学模式开展线上教学，在学生返校后逐步恢复线下课堂教学。学生开学返校时间将根据上级要求和我校实际情况另行通知。

Q1: Time of class opening and return to campus?

A: At the general requirements for disease control in Shanghai, the USST will not open for the new term by the end of this February, and the online class (online teaching) will officially start from 2 March 2020. Before students return to campus, professors will offer online teaching by all means, and after students return to campus, will resume offline classroom teaching step by step. The date of return to campus in the new term will be otherwise specified according to governmental requirements and our USST reality.

Q2. 2019-2020 学年第二学期教学如何进行？

A：学生返校前，所有理论课均采取网上教学方式；体育课教师以教学班为单位线上指导学生居家体育锻炼；部分实验实践课程在条件允许的前提下，利用国家虚拟仿真实验教学平台开展线上教学，不具备线上教学条件的实验实践课程推迟至学生返校后进行。

Q2: How to teach in the 2ⁿᵈ term of academic year 2019-2020?

A: Before students return to campus, all theoretical lessons will be given by online teaching; PE professors shall organize online PE class for each and every training class; if permissible, some experiment may be carried out online through the national virtual simulation experiment teaching platform, and if not permissible, the experiment will be carried out after students return to campus.

Q3. 线上教学主要有哪些教学模式？

A：在学生返校前的线上授课阶段，教师利用在线教学平台以"线上直播+线上辅导（答疑）+线上考核"、"线上录播+线上辅导（答疑）+线上考核"、"线上慕课+线上辅导（答疑）+线上考核"等模式开展线上教学工作，学生根据课表和校历按时参加线上教学活动。

Q3: What are the teaching modes of online teaching?

A: Before students return to campus, professors by use of online teaching platforms may offer "online broadcasting + online tutoring (answering questions) + online examination", "online recording + online tutoring (answering questions) + online examination", "online MOOC + online tutoring (answering questions) + online examination" among other teaching modes, so that students may attend online learning by the schedule and calendar of academic program.

Q4. 网上学习使用什么平台？

A：我校线上教学主要依托超星泛雅在线平台（http://usst.fanya.chaoxing.com/）开展，教师在平台中建设课程页面，发布课程公告、课程学习资源，布置并批改作业，组织线上论坛讨论，及时发布课程过程性考核成绩等。

教师也可选择其他第三方教学平台（如智慧树、雨课堂、中国大学 MOOC 等），任课教师开课前 1 周会与学生取得联系，建立在线教学班级，并向选课学生告知关于本门课程的在线教学组织形式、学习平台网址等信息。

Q4: What are the platforms for online learning?

A: Our USST online teaching is mainly offered through SuperStar Fanya platform (http://usst.fanya.chaoxing.com/), where professors may create the lesson page, publish lesson notice, learning resources, give homework and check the homework, organize online forum and discussion, timely issue the results of exam, among others.

Professors may choose other third party teaching platforms (e.g. Zhihuishu, Yuketang, Chinese higher education MOOC), and 1 week before class opening, the class professor will contact students and create online training class, tell the

students in the class about how to join this lesson and where to log in the learning platform, among other information.

Q5. 学生应该做哪些准备？

A：学生须及时更新 Welink 平台上的联系方式，每天按时打卡，及时接收学校的通知，提前激活超星泛雅网络（http://usst.fanya.chaoxing.com/）或其他在线教学平台的账户，下载"学习通"APP 等多种学习软件，利用电脑或手机熟悉线上学习方法，并按照学校通知要求提前做好学习准备。

Q5: How should students prepare?

A: Students should update their contact information timely on Welink, interact daily, receive USST notice in time, validate their accounts on SuperStar Fanya network (http://usst.fanya.chaoxing.com/) or other online learning platforms, download "SuperStar Learning" and other APPs for online learning, get familiar with online learning methods via computer or smartphone, and make preparations in advance according to USST notice.

Q6. 不能参加线上学习的学生要怎么做？

A：线上学习的考勤原则上按线下课堂教学实施管理，学生登陆在线学习平台将计时且记录考勤。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。具体请假流程见 Q8。请假审批通过后，学生须在课前提前与任课教师取得联系，及时告知请假事宜。

Q6: How should student do if online learning is not possible?

A: The attendance of online learning will be under the same control with offline classroom teaching in principle, and when students log on the online learning platform, their attendance will be recorded and timed promptly. If online learning is impossible for some students, then they should apply for leave pursuant to Section 9 of USST Regulations on Full-time Students Attendance, and after they return to campus, they may continue the courses. The leave application process is detailed in Q8. Upon approval, the applicant may contact

its class professor before the class opening, specifying the reason for leave in time.

二、学籍管理

Section 2. Registry

Q7. 2019-2020 学年第二学期教务系统电子注册如何办理？

A：学校推迟教务系统电子注册工作至学生返校后开展。**未注册不影响第三轮选课、重修选课和相关课程学习。**

Q7: How to register electronically in the academic system for the 2nd term of academic year 2019-2020?

A: The USST academic system electronic registry will be postponed until students return to campus. **Being unregistered will not affect the 3rd round of subject selection, subject relearning or relevant learning.**

Q8. 请假手续如何办理？请假注意事项是什么？

A：请假学生应于 2 月 28 日前通过 Welink 和学校一网通办平台办理线上请假，具体请假办法可直接咨询辅导员。如因特殊情况无法进行线上请假的学生，须及时与辅导员说明情况。根据《上海理工大学全日制本科生学籍管理办法》（上理工[2019]140 号）第三十六条规定，如学生请假时长超过一学期总学时的三分之一以上，须办理休学手续，休学办理方式见 Q9。

Q8: How to ask for leave? Precautions for leave?

A: Any student applying for leave shall contact its instructor directly for online application through Welink and USST One-Stop Solution Online prior to 28 February 2020. In case online application is impossible for special reason, the applicant shall communicate with instructor in time. Under Section 36 of USST Regulations on Full-time Students Registry (Doc No. USST [2019] 140), if the length of leave is more than one third of the total credit hours of a term, the applicant shall suspend learning pursuant to Q9.

Q9. 休、复学等学籍异动手续如何办理？

A：学生可在教务系统中办理休学、复学、跳级（仅面向应征入伍复员学生）、降级和延长学年等学籍异动手续。具体安排详见教务处网站"关于线上受理2019-2020 学年第二学期学生休、复学等学籍异动申请的通知"

http://jwc.usst.edu.cn/2020/0213/c720a214254/page.htm。

Q9: How to suspend learning, resume learning, or otherwise register extraordinary change?

A: To suspend learning, resume learning, skip a grade (for returned conscripts only), reduce a grade or prolong the academic program among others, students may register such extraordinary change in the academic system, as detailed in USST Academic Affairs Office's "Notice of Online Application for Suspending Learning, Resuming Learning or Other Extraordinary Change in Registry for the 2nd Term of Academic Year 2019 - 2020": http://jwc.usst.edu.cn/2020/0213/c720a214254/page.htm.

Q10. 2018 级和 2019 级重选专业工作如何安排？

A：往年学校此项工作于 3 月底 4 月初开展。2020 年春季的重选专业工作将视疫情发展情况适时进行调整，具体方案预计于 3 月中下旬在教务处网站公布。

Q10: How to rechoose the major for students enrolled in 2018 or 2019?

A: In previous years, the reselection of major would begin in late March or early April. However, in the spring of 2020, the reselection of major will be postponed due to disease control, and the exact plan will be published on the website of USST Academic Affairs Office in mid or late March.

Q11. 结业换毕业和学位复议申请工作如何安排？

A：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，具体安排将于 3 月中旬在教务处网站公布。

Q11: How to apply for diploma conversion and degree review?

A: Previous graduates may apply for the conversion from completion certificate to diploma or degree, or for the degree reconsideration according to

the spring term schedule, to be published on the website of USST Academic Affairs Office in mid March.

Q12. 如何办理学分认定？

A：办理校内学分认定的学生可在教务管理系统内部进行线上的学分认定申请和办理。具体安排详见教务处网站通知"关于办理 2019-2020 学年第二学期课程学分认定的通知" http://jwc.usst.edu.cn/2020/0213/c720a214248/page.htm。

Q12: How to identify the credit points?

A: The credit points will be identified online within the academic management system for applicants on campus, as detailed in the "Notice of Credits Identification for the 2nd Term of Academic Year 2019-2020" published on the website of USST Academic Affairs Office: http://jwc.usst.edu.cn/2020/0213/c720a214248/page.htm.

Q13. 返校前，如何办理成绩和学籍证明？

A：学生返校前原则上不办理成绩和学籍证明，学生可在开学返校后再办理相关事宜。如确有特殊情况的请发送邮件至教务处教学管理科，与负责老师共同协商解决办法。教学管理科邮箱：jwk@usst.edu.cn。

Q13: How to evidence the results and registry before return to campus?

A: Before return to campus, manuscript of academic results or certificate of student registry shall not be issued in principle, and students may obtain such after return to campus in the new term. In special case, please email to the Teaching Management Department, USST Academic Affairs Office at: jwk@usst.edu.cn.

三、选课、补缓考及辅修

Section 3. Selection of Subjects, Re-exam, and Minor Subject

Q14. 春季学期第三轮选课（含重修）如何进行？

A：春季学期的第三轮选课时间按工作预安排计划不变，即自 2 月 17 日开始全体学生开展第三轮选课、退改选等。在本轮选课中，学生退、改选，跨年级和重修选课同时进行。学生在校外可直接登陆教务系统进行线上选课，具体安排详见教务处网站"关于 2019-2020 学年第二学期课程第三轮选课的通知

"http://jwc.usst.edu.cn/2020/0213/c720a214247/page.htm。

Q14: How to start the 3rd round of subject selection (incl. relearning) in spring term?

A: The timing of 3rd round selection of subjects for this spring term will not change, that is, the 3rd round selection, withdrawal or reselection of subjects will start from 17 February 2020. During this round, the withdrawal, reselection, grade skip, or relearning is allowed at the same time. Students off campus may log on the academic system to choose subjects online, as detailed in the "Notice of the 3rd Round of Subjects Selection for the 2nd Term of Academic Year 2019-2020": http://jwc.usst.edu.cn/2020/0213/c720a214247/page.htm.

Q15. 开学补缓考时间如何调整？

A：补缓考安排将根据学生返校时间顺延，具体时间另行公布。如学生需依据补考成绩确定是否选课，请先选课，若补考通过，可办理相关退课。

Q15: How to adjust the timing of re-exam?

A: The time of re-exam or delayed exam will be postponed until students return to campus, the exact decision of which will be published otherwise later. If the results of re-exam come out before the selection of subjects, students might select subjects at first, and if they pass the re-exam, they can withdraw such early selection.

Q16. 二专和跨校辅修相关事宜如何开展？

A：办理退二专和二专课程异动的同学，须填写二专退选、课程异动申请表，并将电子版发送至二专业所在学院邮箱。学院审核通过后会转发至教务处运行科邮箱（yxk_usst@163.com）办理。本学期暂停跨校辅修课教学工作。

Q16: How about second major and minor subject?

A: To withdraw the second major or otherwise change the courses of the second major extraodinarily, the applying student shall submit the completed electronic application for such withdrawal or extraodinary change to the mailbox of relevant college. Upon approval, the college will report to the Operation Department of USST Academic Affairs Office at yxk_usst@163.com. Minor subject teaching for students from other universities is suspended at the USST in this term.

四、实践教学、毕业设计

Section 4. Practice, Graduation Project

Q17. 2019-2020 学年第二学期创新创业大作业学分认定是否网上办理？学校何时对创新创业大作业学分进行认定？

A：2019-2020 学年第二学期疫情防控期间创新创业大作业学分认定通过网络渠道受理。按照"学院认定—学校审核—认定结果公示—录入教学管理系统"的流程进行操作。具体安排详见教务处网站"关于 2019/2020（二）学期创新创业大作业学分认定的通知" http://jwc.usst.edu.cn/2020/0214/c720a214273/page.htm。

Q17: Whether or not to identify the credits of innovation & entrepreneurship grand work for the 2nd term of academic year 2019-2020 online? When?

A: The credits of innovation & entrepreneurship grand work for the 2nd term of academic year 2019-2020 will be identified online during the disease control period, pursuant to the process of "college identification – USST review – results publishing – entry into teaching management system" as detailed in the "Notice of Identification of Credits of Innovation & Entrepreneurship Grand Work for the 2nd Term of Academic Year 2019/2020" published on the website of USST Academic   Affairs   Office: http://jwc.usst.edu.cn/2020/0214/c720a214273/page.htm.

Q18. 本科生毕业设计（论文）整体进程有无变化？

A：本科生毕业设计（论文）整体进程原则上按原计划进行，学院和指导教师可根据疫情情况及时对任务计划作合理调整，指导教师应在学生返校前在线指导学生毕业设计（论文）工作，并结合"教务管理系统—毕业设计模块"完成毕业设计（论文）各时间节点的相关要求，确保毕业设计（论文）按期保质保量完成。

Q18: Any change in the overall progress of undergraduates' Graduation Project (dissertation)?

A: The overall progress of undergraduates' Graduation Project or dissertation will not change in principle, relevant college and tutor may reasonably adjust the plan timely depending on the disease development, relevant tutor shall guide its students for Graduation Project or dissertation before students return to campus, and meet the timeline requirements of such design or dissertation considering the "teaching management system – Graduation Project module", to ensure such Graduation Project or dissertation is completed in time, of high quality.

Q19. 实习实训、大学生创新创业训练计划、学科竞赛等实践环节如何开展？

A：原计划本学期开展的校内外实践环节暂停进行，学校将根据疫情防控情况发布通知恢复。对于无需线下实验研究的大学生创新创业训练计划项目，学生可在指导教师的安排下通过网上查阅资料、教师网上指导、学生撰写报告及 PPT 汇报等方式如期进行。大学生创新创业训练计划项目已经完成，需要本学期结题的项目，教务处将根据疫情防控情况另行通知。

Q19: How about practical training, innovation & entrepreneurship plan, discipline competition among other practice?

A: On-campus or off-campus practice will be suspended until otherwise specified during the disease control period. For the innovation & entrepreneurship project without offline experiment or research, students may with the help of tutor check online literature, learn from online courses, write report and submit PPT files among others, as scheduled in original plan. For completed innovation & entrepreneurship project pending conclusion in the new

term, the USST Academic Affairs Office will give a notice otherwise depending on the disease control conditions.

Q20. 本学期教学实验实践类课程如何进行？

A：实验实践类课程（包括实验、实习、课程设计等）教学由开课单位和教师制定上课方案并负责通知到相关学生。有条件的学院可利用学校已建成的虚拟仿真实验教学项目或选择国家虚拟仿真实验教学项目共享平台（实验空间：http://www.ilab-x.com）上的相关实验教学项目开展线上实验教学。确需线下进行的实验实践类课程可顺延至学生返校后进行。

Q20: How about experiment or practical courses?

A: Relevant college and professor will notify students of the teaching program of experiment or practical courses (i.e. experiment, practice, program design). Given facility, relevant college may utilize the established on-campus virtual simulation experiment teaching project or choose the national virtual simulation experiment sharing platform (experiment space: http://www.ilab-x.com) to conduct online experiment teaching. Offline experiment or practical courses may be postponed until students return to campus.

五、其他

Section 5. Others

Q21. 无法登陆教务管理系统怎么办？

A：如学生因忘记信息门户账号密码原因无法登陆教务管理系统的，可联系学校信息办老师解决，联系电话：021-55270595。

如学生因欠费原因无法登陆教务管理系统，可登陆农行 APP 先行完成缴费办理，之后再次登陆教务管理系统。

Q21: What if failing to log on the teaching management system?

A: Any student failing to log on the teaching management system due to missing of password may contact the USST Information Office, Tel: 021-55270595.

Any student failing to log on the teaching management system due to nonpayment of tuition may firstly pay the tuition through the Agricultural Bank of China APP, and then log again on the teaching management system.

Q22. 返校前，如果遇到教学或学业问题，应当如何咨询？

A：学校教务处和学院教务办的各位老师已将联系电话及邮箱公布在学校主页和教务处网站中，详见"关于公布疫情防控期间教务处和各学院（部、中心）本科教学相关业务负责人联系方式的通知"

http://jwc.usst.edu.cn/2020/0213/c720a214250/page.htm。欢迎各位同学咨询。专业负责人的联系方式请查询相关学院网站的最新通知。

Q22: Before return to campus, how to consult for teaching or academic problem?

A: The telephone numbers and email addresses of USST Academic Affairs Office and college teaching office have been published on the homepage of USST website and the webpage of USST Academic Affairs Office, as detailed in the "Notice of Publishing the Contact Information of Undergraduates Teaching Tutors of USST Academic Affairs Office and Relevant College (Department, Center) During Disease Control Period": http://jwc.usst.edu.cn/2020/0213/c720a214250/page.htm. Please don't hesitate to contact us. The contact information of foregoing tutors will be updated at all times on the webpage of relevant college.

在疫情防控期间，学校的老师们将尽最大努力及时处理同学们遇到的各类学业问题。希望同学们能够充分利用好假期，锻炼自身强健的体魄，制定科学合理的学习计划，期待开学后与你们相见！

During the disease control period, professors will try the best to solve your academic problems. Please take care of your health, make a good plan of

learning during the prolonged vacation. Looking forward to meeting you again on campus for the new term!

教务处

2020 年 2 月 17 日

USST Academic Affairs Office

Date: 17 February 2020