



The Sino-British College, USST
上海理工大学中英国际学院

关于疫情防控期间2019-2020-2教学安排及其他事宜的通知

Notice on SBC Teaching Arrangement and Other Affairs for 2019-2020 Sem2 During COVID-19 Prevention Period

各位同学：

大家好！想必你们已有耳闻，学校本着“停课不停教，停课不停学”的总体目标，决定在疫情防控期间2019-2020学年第二学期所有本科课程采用线上教学模式。是的，本学期的上课搬到了线上。

Dear all,

Greetings from SBC. You must have heard that according to the overall objective of conducting Teaching and Learning electronically when classroom teaching are suspended, SBC has decided to conduct online teaching during the COVID-19 Prevention Period in the semester two of 2019-2020 academic year. You are right; all the classes are moved to the online platforms.

3月2日就要开课了，第一次体验线上教与学，大家有没有觉得期待呢？中英的男神、女神们已经为大家精心准备了各类课程的教学录像和丰富的课程学习资料，无限review是不是很爽^_^。由于中英教学模式的特殊性，目前大家要使用的教学平台有点多，也确实比较复杂，希望得到大家的理解，学院教务部将为大家竭尽所能做好教学服务。准备好了吗，Let's go:

Online teaching starts on March 2. Are you all excited to experience online teaching for the first time with us? SBC academic teachers have prepared teaching videos of various modules and plenty of learning materials which can be reviewed from time to time. Due to the uniqueness of our teaching mode, more than one online platform is adopted, which might seem a bit complicated. We hope that we can have your understanding. SBC Registry will do our best to provide you with all the necessary support you need. Now, without further due, let's start:

在线教学平台 Online Teaching Platform

首先，线上教学将涉及哪些平台呢？在此为大家一一介绍。

Firstly, which platform will you use when studying online? This will be explained in detail in the following section:

1.超星泛雅平台+学习通APP。该平台支持通过线上录播（点播）、直播（点播）、课前课后环节、辅导答疑、讨论互动等功能。

Superstar (Chaoxing) Platform + APP. This platform supports functions such as online recording (Video-On-Demand), live broadcasting (Video-On-Demand), pre-class and after-class tutorial, Q & A, and discussion interaction, etc.

▪ 中方课程学习请登录
<http://usst.fanya.chaoxing.com/>，授课方式见附件1。

▪ **For USST modules, please log onto**
<http://usst.fanya.chaoxing.com/>. Detailed teaching methods are outlined in attachment 1.

▪ 英方课程学习请登录
<http://sbc.fanya.chaoxing.com/>，授课方式以“录课+在线教学互动”进行。

▪ **For SBC modules, please log onto**
<http://sbc.fanya.chaoxing.com/>, teaching will be conducted through "videotaped Lectures + online interaction".

▪ 手机端app下载地址<https://app.chaoxing.com>

▪ **Please find the link of downloading APP**
<https://app.chaoxing.com> .

2.SBC Virtual Learning Environment (Moodle). 想必有些同学对此平台并不陌生，学院常规教学中已使用过该平台的课件下载、课后测验等功能，登陆网址为<http://47.100.209.60/moodle/>，没有账号的同学会在SBC邮箱收到系统邮件，请按要求完成登陆。已有账户的同学若无法登陆，可重置密码。

SBC Virtual Learning Environment (Moodle). This platform is familiar to some students as they've already downloaded courseware, taken after-class quiz via moodle as part of their regular teaching&learning. The login URL is <http://47.100.209.60/moodle/>. New student users will receive a system email in their SBC mailbox. Please activate it as required. Students, who already have accounts, can log in by resetting the password if having difficulty in logging in.

3.合作大学VLE平台。修读各英方合作大学的课程（例如LJMU、Huddersfield、Sheffield Hallam），可登陆相应的英国高校平台系统，包括Brightspace, SHUspace等。

VLE platform from UK partner universities.
If you study the modules of partner universities (such as LJMU, Huddersfield, Sheffield Hallam), you can log onto their E-platforms, including Brightspace, SHUspace, etc.

在线学习方法

Online Learning Methods

疫情期间，本学期课程该如何在家开展学习呢？
现为大家传授一些秘笈。

During the COVID-19 prevention period, how to learn modules at home? Here are some tips for you.

1. 提前下载好所有的录播视频及课件资料。

Download all the videotape lectures and materials in advance.

上课资源通常会在前一周内上传至各任课教师本人指定的在线平台，为确保收看流畅，请同学们提前到该平台的课程目录里下载，并预习好当节课的PPT内容。

Usually, module materials would be uploaded to the online platforms by the lecturers one week in advance. In order to ensure smooth viewing, students are advised to download in advance and preview the content of the PowerPoint.

2. 准时参加Office Hour互动答疑。

Interact with lecturers (Q&A) during online Office Hour.

老师们尽力扫除异地间的时差，已经为同学们预留出Office Hour，每周固定时间开展师生答疑互动。具体信息见附件2。记得提前学习完录播课程，互动效果才更佳哦。

Lecturers will try their best to overcome time difference between different zones. Office Hours

have been reserved for student Q&A according to the weekly timetable. Please refer to attachment 2 for the timetable of online office hour. It will be more efficient if you preview the lecture before the Q&A session.

3. 参照课表自主安排学习时间。

Carry out independent learning based on the timetable.

建议同学们根据寒假前公布的课表来制定一张自主学习时间表，每天按时学习，消化新的知识点，切勿临时抱佛脚。对于计划内双学位学生，请严格按照课表中的中方课授课时间进行学习，否则可能错过直播授课哦。记得自主学习时间表中加入Office Hour，切莫错过互动时间。

It is recommended that students formulate a learning schedule based on the timetable published before the winter vacation and stick to the schedule every day to digest new knowledge in time. It is not wise to make last minute effort. For Dual-Registered students, please study strictly in accordance with the USST module timetable, otherwise you may miss the live broadcasting lectures. Also, please remember to include online Office Hour in your self-study schedule and don't miss the interaction.

在线学习方法 Online Learning Methods

1 学生查看课表，了解这学期所上课程及任课教师

Refer to timetable and know about modules and lecturers in the semester

2 查看任课教师指定的线上教学平台有哪些，登录平台，下载课程资料

Find the online teaching platforms designated by your lecturers, log in and download materials

3 计划内双学位学生的中方课程要按课表时间上

Dual-Registered Students must learn USST modules according to the timetable

4 务必提前完成收看录课视频，自主学习课程资料

Watch the videotaped lectures in advance and independently study the teaching materials

5 英方课程按照任课教师的Office Hour去老师们指定的平台参加互动

Follow lecturers' Office Hour to interact with lecturers about your SBC modules

6 了解课程的考核分布，按时提交作业、预习和复习

Know about the assessment distribution of modules and submit assignments, previews and reviews on time

其他业务办理 Other Services

最后，对于疫情期间的学籍注册、学籍异动等申请，请留意如下信息：

Finally, for applications such as student registration and student status change during the COVID-19 prevention period, please note that:

1. 学籍注册 Registration

计划内双学位学生的电子注册，根据上海理工大学教务处《关于进一步做好疫情防控期间春季学期开学本科教学相关工作的通知》暂缓注册，具体工作安排根据学校后续公布的开学时间调整。

For the USST E-registration of dual-registered students, according to the Notice of Work Arrangement on Undergraduate Teaching in the Spring Semester during the COVID-19 prevention period published by USST, the registration is postponed and the specific arrangements will be made according to back-to-campus date subsequently announced by USST.

计划外自主招生学生（含国际生）的电子注册，待开学返校后，由学生管理部统计后上报教务部。

The E-registration of free-entry students (including international students) will be collected by Student Management Department and reported to Registry after students are back to the campus.

对于因疫情无法按时返校注册的学生，请与学生管理部联系，核查事实情况后由教务部上报学院及学校，将依据学校另外制定的相关办法实行。

For students who cannot return to the campus and register on time due to the COVID-19 prevention, please contact the Student Management Department. After verifying the situation, Registry will report to SBC and USST. The registration of those students will be implemented in accordance with the relevant measures formulated by USST.

2. 学籍异动 Study Status Change

计划内双学位学生需办理学籍异动（如退学、休学、复学等），依据学校教务处《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》，学生可通过学校教务系统线上申请，院教务部核实学生异动情况，并提醒学生待开学返校后补齐相应的书面材料以及学院异动手续。

According to the Notice on online application for status changes in the second semester of the 2019-2020 academic year published by USST, if the dual-registered students need to issue the status change (such as withdrawal, suspension, and re-entry etc.), students can apply in the system online. Registry will verify the case and ask students to submit materials and finish the procedure after getting back to the campus.

其他业务办理 Other Services

计划外自主招生学生（含国际生）若需办理学籍异动，需邮件发送至院教务部公共邮箱 registry@sbcsusst.edu.cn，说明异动类型和原因，待开学返校后补齐相应书面材料和异动手续；对于2019年入学的计划外自主招生学生（含国际生）中有变更专业需求的，按院教务部2月12日群发的《关于2019年入学新生转专业受理时间调整的通知》的邮件，待开学返校后在规定时间内完成转专业手续。

If free-entry students (including international students) need to change study status, you will need to send an email to Registry at registry@sbcsusst.edu.cn stating the type of status change and reason. You will also need to submit written material and finish the procedure after returning to the campus. For the free-entry students (including international students) who entered in 2019, if you want to change programme, please refer to the Notice on the Adjustment of Application Schedule for Yr1 (2019 Entry) Programme Change (2019-2020 Academic Year) which was sent out on Feb.12 and complete the procedure within the specified time after returning to the campus.

3.其他业务Others

为配合新型冠状病毒的防疫工作，学院教务部即日起暂停办理成绩单、在读证明打印等业务，待学校确定返校办公时间后，将尽快恢复并加急处理学生的申请材料。望同学们谅解。

During the COVID-19 prevention period, Registry has temporarily suspended processing transcripts, study certificate and other services. After the back-to-campus date is determined, Registry will resume its work and deal with students' application in a timely manner. Thanks for your understanding.

疫情期间教学工作安排的问答

Q&A on Teaching and Learning During COVID-19 Prevention Period

Q1. 关于开课和返校时间？

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）。在同学们返校前将采用线上教学，在返校后逐步恢复线下课堂教学。同学们的开学返校时间将根据上级要求和学校实际情况另行通知。

Q1. About the starting date of new semester and the back-to-campus date.

A: According to the general requirements by Shanghai government for the COVID-19 prevention, it is decided that we will not start the new semester before March. The online teaching is scheduled to officially begin on March 2. Students will study online before returning to the campus, and offline teaching will be gradually resumed after the back-to-campus date. This date will be notified separately according to the requirements by the Authorities and the actual situation of the college.

Q2. 计划内双学位学生中方课如何学习？

A: 疫情期间，学校的课程均采用线上教学模式，因此中方课程也实行线上授课。中方课程的授课时间严格遵循课表时间执行，即上课时间与课表时间一致，部分课程采用直播方式进行。具体安排和授课方式见附件1。

Q2. How do dual-registered students learn USST modules?

A: During the COVID-19 prevention period,

online learning is adopted to all the modules including USST's. Furthermore, USST modules will strictly follow the timetable, and some modules are conducted as live broadcast. Please refer to attachment 1 for specific arrangements and teaching methods.

Q3. 网上学习使用什么平台？

A: 我院线上教学主要依托超星泛雅、VLE及其他辅助平台开展，具体使用哪个平台由任课老师根据教学要求和工作习惯决定，学院目前已初步统计了各门课程的平台使用范围，实际情况请同学们在开课1周内与老师再次确认。因本学期初是全国各高校线上教学的集中时间，各平台可能出现不可预计的状况，故不排除老师临时更换教学平台的可能。

Q3. Which online teaching platform will you use?

A: Our online learning is mainly based on Chaoxing, VLE and other supporting platforms. Lectures will decide which platform is suitable for each module based on the learning outcomes and teaching strategy. At present, we have obtained the preliminary information about the platform usage of each module. This will be double confirmed one week before the actual teaching. Since online teaching is widely adopted at the beginning of this semester by almost all universities across the country, our platforms may experience unpredictable situation. As a result, it is possible that lecturers may change the teaching platform.

疫情期间教学工作安排的问答

Q&A on Teaching and Learning During COVID-19 Prevention Period

Q4. 学生应该做哪些准备？

A: 同学们须及时维护自己的SBC邮箱，确保及时接受学院的通知；提前激活线上教学各平台的账户，利用电脑或手机熟悉线上学习方法；根据寒假前发布的课表制定独立的自主学习时间表，坚持每周完成学习进度，有学习上的困惑向老师讨教。

Q4. What should students make their preparation?

A: You must maintain your SBC mailboxes from time to time to ensure that you can receive the notice from SBC; activate the account of online teaching platforms in advance through computer or mobile phone to familiarize yourself with online learning methods; make out a learning schedule for yourself according to the timetable sent before winter holiday, adhere to the weekly schedule, and ask the lecturers for study advice.

同学们，在疫情防控期间，请制定科学合理的学习计划，充分利用时间，自主完成线上学习。在线教学可以使学习更加便捷，知识传播范围更广。所以，教学内容请反复仔细观看，线上互动请积极主动参加。学院将尽最大努力及时处理同学们遇到的各类学业问题。

有同学感叹：“从未如此想回校上课。”其实学院也一直牵挂着。

同学们，从现在开始，在学业上不懈怠不松懈，待到春暖花开时，我们在美丽的复兴路校区见。

During the COVID-19 prevention period, please create a reasonable learning plan, by making full use of your time and learning independently Online learning is both convenient and efficient. Therefore, please study the course materials timely and attentively; participate in the online interaction actively. SBC will do our best to answer your questions in a timely manner.

Some students stated that, "I've never wanted to go back to school so badly." In fact, we all share the same feeling here at SBC.

From now on, let us work hard together. We will see you again in SBC campus in the beautiful springtime.

