

# 诗巫卫理神学院 (MTS)

## 《网络上课规则 Rules for Online Class》

基于现今网络授课/上课成为本院的学习模式之一，同时顾及本院的学术规则与要求，故特此制定以下《网络上课规则》。请所有的讲师和学生们，务必仔细阅读，并忠心遵守，以达致彼此监督问责，忠心与真诚学习，荣神益人！

This 《Rules for Online Class》 is being written to meet the need of online teaching which has become an important mode of teaching nowadays, and at the same time comply to our school's academic requirements. May all lecturers and students read through it carefully and follow the rules, so as to be accountable to each other and be faithful and diligent in learning.

1. 上课链接网址，不随意发给非报名参加课程的人。  
Do not pass the link for the class to anyone who does not belong to the same class.
2. 学员在上课前必须确保有适用的器材（如电脑），应用程序（如下载 zoom app），良好的网线或有足够的网络 data，以致不影响全程参与网络上课。  
All students must have suitable equipment (e.g. computer), applications (e.g. zoom), good internet connection or sufficient wifi data, so that he/she is able to participate in the online class without any interruption.
3. 学员须准时在上课前 10 分钟预备心，备妥课程所需用品，包括茶水等等。  
All students must get all things ready 10 minutes before class time, including drink and so on.
4. 学员上课时不随意离座，不随意发言，不拍照，不录音，不录像。  
During online class time, students must not leave or speak as wish, no recording, no photo-taking and no video recording.
5. 在课程中，学员须遵守课堂要求，将手机所有来电关闭，并关闭任何通知。除课程外，不碰触手机。  
During online class time, students must obey classroom rules: turn off handphone and do not use handphone.
6. 在课程中，学员须关闭声频（audio），避免干扰讲师的教导；只有在讨论/问答时段，才可以开启声频沟通。  
During online class, students must turn off the audio, to avoid interrupting lecturer's teaching. The audio can only be turn on during discussion/question and answer sessions.

7. 在课程中，学员须保持开启视频（video），以证明没有缺席。若无视频（video）显示，此学员将被视为缺席。按学院学术规则，任何缺席超过上课时间的15%，就必须放弃此课程；除非已经得到有关的讲师批准及额外的安排。  
During online class, students must turn on the video to prove his/her presence. If no video being shown, the particular student will be considered as absent. According to MTS academic requirement, if any student's absence is more than 15% of class time, he/she has to drop the course; except he/she has prior and special permission or arrangement with the lecturer concern.
8. 线上课程中，若网络不流畅而中断，学员无需惊慌失措，也无需打电话或发信息打扰任何正在上课的同学或讲师，但可默祷等候网络通畅及尝试重新链接，或许直到休息时段/下课。课后则需要虚心请教同学，补足上课时所未听见或看见的内容。  
During online class, if the internet is unstable and the connection happened to be cut off, students must not panic and do not need to call or send message to anyone, to avoid interrupting the class. However, he/she has to pray, try again and wait patiently for the connection to resume or until the break time/class ends. Then, he/she has to ask for help from other classmates to fill in those learning which he/she missed.
9. 课后作业，学员须继续用心练习；专心于作业过程中自己的努力摆上，并按规定完成作业要求。  
Students must continue to learn and practice after class and focus to work hard and complete the assignments as requested.

订于 Set at: 2020 年十一月 18 日; 18<sup>th</sup> November 2020

注 Note: 此《网络上课规则》将按时与需要进行修订与更新; This 《Rules for Online Class》 will be modified or renewed when necessary.