

## Measures Taken in Study at Ease Project

In response to the novel coronavirus pandemic, NCHU has set the following measures to cope with any unexpected situation. Students who couldn't reach school or attend to courses on time, please fill in "Application Form of Study at Ease Project" and email to the address below. If you have any further questions related to according issues, please **contact to the Office of Academic Affairs (Contact person: Ms. Feng-sheue Wang, Contact No.: 04-22840212#19, Email : [registra@dragon.nchu.edu.tw](mailto:registra@dragon.nchu.edu.tw))**.

Cases	Measures Taken
<b>1. Course Selection</b>	<p>(1) <b>Online course selection: August 29 - September 2, September 5 to 9, September 12-16,2022.</b> Manual course selection will be done only if one is not able to do so online.</p> <p>(2) If the student needs to be quarantined or require medical assistance after the school semester begins, he/she can apply to:</p> <ul style="list-style-type: none"><li>- reduce the number of minimum required credits before September 16, 2022</li><li>- dropping courses before <b>Oct 14, 2022</b>, or withdraw courses between <b>November 7 to December 2,2022</b>.</li></ul>
<b>2. Tuition Fee Paying</b>	<p>(1) Student should pay their tuition fee through any methods such as by convenient store, ATM transaction and others between <b>Aug 26~ September 19</b>. If you want to pay by credit card, you should make it <b>before September 30</b>.</p> <p>(2) Student with any special case can apply for tuition fee waiver by providing a prove and application form.</p>
<b>3. Courses Attending</b>	<p>(1) Students who couldn't arrive school on time should fill in "Application Form of Study at Ease Project" and email to <a href="mailto:registra@dragon.nchu.edu.tw">registra@dragon.nchu.edu.tw</a>. The school/teachers will try to upload the learning material to iLearning website.</p> <p>(2) The online courses needed to be approved by school in the later meeting to insure the quality of teaching.</p>

<b>4. Exams and Grades</b>	<p>If a student cannot attend exams due to the COVID-19 pandemic, they can take leave on the online system (<a href="https://reurl.cc/M7ezbX">https://reurl.cc/M7ezbX</a>) and provide proof. Make-up exams or other measurements will be organized.</p>
<b>5. Taking a Leave</b>	<p>Students who are unable to attend courses due to the COVID-19 pandemic should take leave on the online system (<a href="https://reurl.cc/M7ezbX">https://reurl.cc/M7ezbX</a>), and provide proof.</p>
<b>6. Temporary Suspension, Drop-out, or Resumption from the University</b>	<p>Due to the COVID-19 pandemic, students may:</p> <ol style="list-style-type: none"> <li>(1) Apply for Temporary Suspension: <ul style="list-style-type: none"> <li>- please apply for “Study at Ease Project” (email to <a href="mailto:registra@dragon.nchu.edu.tw">registra@dragon.nchu.edu.tw</a>), and apply for Temporary Suspension (the extended years of suspension will not accumulate beyond the maximum years of suspension).</li> <li>- Tuition Fee Refund: Tuition fees will be fully refunded to students.</li> </ul> </li> <li>(2) Academic Counseling for Resuming Students: The University will provide necessary assistance to students who resume after Temporary Suspension due to COVID-19.</li> <li>(3) Extend the Length of the Students’ Degree Program : Any Temporary Suspension due to COVID-19 will not be accumulated beyond the maximum number of years for graduation.</li> </ol>
<b>7. Graduation Requirements</b>	<p>Graduation credits requirement: Each department could adjust their courses’ contents/hours depending on the course types.</p>
<b>8. Other Rights</b>	<p>Students’ rights such as participating in a dual degree, an exchange program abroad, an internship program and an Industry-University cooperation program, will be reserved if affected by this pandemic situation.</p>
<b>9. Counseling and Support</b>	<ol style="list-style-type: none"> <li>(1) Case Following: OIA will follow up any cases and provide help to students who are in need.</li> <li>(2) Privacy: all the process will be done by regulation and the individual privacy will be protected.</li> </ol>