

National Chung Hsing University

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).

Cases	Measures Taken
1. Course Selection	<p>(1) All course selections are online, and the periods for preliminary, add/drop, and permission to add courses are September 3th, 6th-9th, 22nd -28th, and September 29th- October 6th. Whereas, if a student is unable to make an online course selection during the beforementioned period due to the COVID-19 pandemic (including receiving any type of medical treatments, home quarantine, or delay of the return), he/she will be assisted to make a manual course selection with the consent of the course instructor after admission.</p> <p>(2) If the student is required to undergo home isolation/quarantine or related medical treatments due to the COVID-19 pandemic after the school semester begins, he/she may apply to:</p> <ul style="list-style-type: none">- a) Reducing the number of minimum required credits before October 5, 2021. (In exceptional cases and with the approval of the Vice President for Academic Affairs, the minimum number of credits to be taken is not restricted, but at least one subject should be taken.)- b) Dropping courses before October 27, 2021, or withdraw courses between November 24 to December 15, 2021.
2. Tuition Fee Paying	<p>(1) Students may pay their tuition/fee via ATM transfer, credit card, convenience stores, or at First Bank counter.</p> <p>(2) Undergraduate Students who have deferred their graduation and completed less than 10 credits of undergraduate courses are required to pay a credit fee according to the number of credits they have taken. Starting from the 5th semester, graduate students are only required to pay the Tuition and fees and are not required to pay the credit fee.</p>

	<p>(3) In case of special circumstances, students may submit supporting documents and an application form to apply for a fee reduction (exemption) with the consent of the President of NCHU.</p>
<p>3. Courses Attending</p>	<p>(1) If the student is required to undergo home isolation/quarantine, related medical treatments, delayed arrival in Taiwan, and unable to register as scheduled due to the COVID-19 pandemic, please fill in the "Application Form of Study at Ease Project" and email it to Division of Registration (registra@dragon.nchu.edu.tw), departments and instructors. The course instructor will upload the course handouts, teaching materials, and other relevant information to the iLearning platform.</p> <p>(2) In order to meet the basic teaching requirements and quality, the application of distance learning (via Livestream or recorded) should be reviewed and approved by the school officially despite the instructors has shared an agreement with the applicants out of the purpose of assistance.</p>
<p>4. Exams and Grades</p>	<p>If the student is required to undergo home isolation/quarantine, related medical treatments, delayed arrival in Taiwan, and unable to attend mid-term or final examinations as scheduled due to the COVID-19 pandemic must take a leave of absence. The leave of absence must be documented and the supplementary examination or other measures will be organized. (as prescribed by the course instructors).</p> <p>*(i.e. not subject to Article 44 of the Academic Regulations of the University:</p> <p>a) A student who is unable to take a mid-term or final examination as scheduled due to serious illness or serious accident must take a leave of absence. Once the application of leave is granted, the student will not be allowed to attend ANY examination and will be required to take a supplementary examination. However, if a student has been granted leave and then takes an examination of the course for which the leave has been granted, the student's examination results shall be invalidated and the student shall take a supplementary examination afterward.</p> <p>b) Students' semester grades will NOT be deducted for absences due to granted personal leaves, pregnancy, or care of a child (under 3 years of age).</p> <p>c) If the number of hours of absence exceeds one-third of the total number of hours taught in a semester, the grade is suggested to be flexibly handled by the course instructors via supplementary</p>

	<p>examinations or other measures, depending on the needs and the nature of the course, and the grade of the supplementary examination will be calculated as the actual grade. To protect the learning rights of students affected by sudden and serious disasters, the "Principles for Handling the Learning Rights of Students Affected by Sudden and Serious Disasters" are thus adopted.</p>
5. Taking a Leave	<p>If the student is required to undergo home isolation/quarantine or related medical treatments, delayed arrival in Taiwan due to the COVID-19 pandemic, he/she may apply for leave of absence via Academic Affairs Information System (https://reurl.cc/M7ezbX) and providing all supporting documents afterward.</p>
6. Temporary Suspension, Drop-out, or Resumption from the University	<p>If the student is required to undergo home isolation/quarantine, related medical treatments and delayed arrival in Taiwan due to the COVID-19 pandemic, he/she may apply for Temporary Suspension:</p> <p>(1) Please apply for “Study at Ease Project” (email to registra@dragon.nchu.edu.tw), and apply for Temporary Suspension (the extended years of suspension will not accumulate beyond the maximum years of suspension).</p> <p>(2) Tuition Fee Refund: Tuition fees will be fully refunded to students.</p> <p>(3) Relaxation on Expulsion: If a student’s study is proved to be affected by the COVID-19 pandemic, NCHU will prevent the student from being expelled by failing one-half or two-thirds of the academic year twice. The student's physical condition, mental condition, and his/her learning needs will be taken into consideration.</p> <p>(4) Post Resumption Counseling: NCHU will provide necessary assistance to students who resume after Temporary Suspension due to the COVID-19 pandemic.</p> <p>(5) 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.</p>
7. Graduation Requirements	<p>(1) Graduation credits requirement: Each department could adjust their courses’ contents/hours depending on the course types. (e.g., practicum, physical education, and service-learning)</p> <p>(2) If a student does not pass the requirements of Article 3 of the Regulations for the Graduation of Students in English Proficiency, he/she may choose one of the following courses and earn the credits as if he/she had fulfilled the criteria of NCHU English Proficiency:</p>

	<p>a) Compulsory "English Proficiency Assessment and Counseling" course. The "Regulations for the Implementation of the English Proficiency Assessment and Counseling Program" are established and implemented by the College of Liberal Arts.</p> <p>b) A minimum of 6 credits of English degree courses, credit courses, or courses in the English cluster (excluding freshman English) of the University's "Full English Academic Structure and Program Advancement Grant".</p>
<p>8. Other Rights</p>	<p>If the student is required to undergo home isolation/quarantine or related medical treatments due to the COVID-19 pandemic, his/her rights regarding eligibilities of participation are all reserved (e.g., participating in a dual degree, an exchange program abroad, an internship program, and/or an Industry-Academia cooperation program will be well reserved.)</p>
<p>9. Counseling and Support</p>	<p>(1) Case tracking mechanism: The Division of Foreign Student and Mainland Affairs of OIA establishes a counseling mechanism that tracks the current physical/ mental condition of the student and the subsequent situation of his/her study.</p> <p>(2) Activating the “Care and Counselling Mechanism”: to understand the actual needs of students in terms of physical and mental conditions, academic learning, and career counseling, and to make timely referrals to relevant units to provide the necessary resources to help students overcome difficulties.</p> <p>(3) Protecting students' privacy: All units must handle student-related matters following the regulations to protect personal data.</p>

NCHU Study at Ease Project Application

Degree	<input type="checkbox"/> Ph.D <input type="checkbox"/> Master <input type="checkbox"/> Bachelor	Date of Application	
		Scheduled date of entry	
Department		Identity	<input type="checkbox"/> Overseas Chinese Student <input type="checkbox"/> International Students <input type="checkbox"/> Local Student
Chinese Name			
English Name			
Student ID		ID No./ARC No.	
Phone Number		E-mail	

■ Apply for study at ease options :

- Entry after the semester started(September 15th)**, apply for study at ease project. (Please fill the form).
- For those who couldn't enter Taiwan before October 27th due to the COVID-19 pandemic, apply for temporary suspension (Please provide the relevant supporting documents. This suspension record will not be included in the cumulative number of suspensions).
- Others (Please provide the relevant supporting documents and describe the reasons).

■ Planning course list :

Course No.	Course Name	Instructor	Course No.	Course Name	Instructor

If it's insufficient please increase it by yourself.

■ Notices :

1. Application Deadline: **August 20th**, 2021.
2. For those who can't attend the course due to the COVID-19 pandemic, please complete the procedure of asking for leave on NCHU information portal site(<https://reurl.cc/M7ezbX>) /**student affairs information /student asking for leave system**, and provide the relevant supporting documents afterwards.

3. PE, lab courses, internship and practical courses are not included in study at ease project, please finish the procedure of **course removal before October 27th**.
4. Students can apply tutor or contact the teaching assistant for help if can't attend the course after the semester starts. Web: <http://www.oaa.nchu.edu.tw/zh-tw/cdtl-form/download-list.88>
5. The division of curriculum will ask the instructors whether they can provide reference source or online courses, if they can't, students should consider to remove the course in time or apply for course withdrawal.
6. After fill in this form, please send it to Division of Registration (E-MAIL: registra@nchu.edu.tw).

Remarks

國立中興大學因應新型冠狀病毒肺炎疫情學生安心就學措施

110 年 7 月 23 日修訂版

- 1、依據教育部 109 年 1 月 27 日通報及 109 年 2 月 5 日臺教高通字第 1090015755 號函辦理。
- 2、依大學法第 28 條及專科學校法第 38 條規定，學生修業及其他與學籍有關事宜，由大學列入學則，報教育部備查，惟經教育主管機關認定屬影響正常學習之事件，由學校視個案情形，從寬適用彈性修業機制，協助學生渡過困難。
- 3、因應新型冠狀病毒肺炎持續延燒，教育主管機關認定屬影響正常學習之就學事件，為使本國學生及陸生安心就學，避免因無法如期返校而影響就讀權益，得依本校「因應新型冠狀病毒肺炎疫情學生安心就學措施」提供彈性修業機制，專案簽奉校長核准，以即時因應提供協助。
- 4、為提供學生協助，各承辦單位依以下安心就學措施辦理相關作業，由教務處註冊組（聯絡人：王鳳雪，聯絡電話：04-22840212 分機 19，E-MAIL:registra@dragon.nchu.edu.tw 擔任本校聯絡統一窗口，總整本國學生或陸生詢問彈性修業機制相關事宜，並受理學生申辦安心就學措施。
- 5、因防疫無法返校學生，請填寫安心就學措施申請單，並 E-MAIL 給連絡統一窗口申辦，將依個案特殊性以專案處理後續相關作業。

類別	安心就學措施	承辦單位
1. 開學選課	<p>(1)本校選課皆以網路選課為主，初選、加退選及權限加選時程分別為110年9/3、9/6-9/9、9/22-9/28、9/29-10/6，可利用上列時間辦理課程加(退)選；如學生遇有因新型冠狀病毒肺炎疫情影響，需就醫、居家隔離或延遲來台就學而無法於選課時間內線上選課的學生，入學後經授課教師同意，將協助學生採取人工選課方式處理。</p> <p>(2)如學生因故需接受隔離或醫療措施，而影響整學期上課者，得於110年10月5日前上網至學校首頁興大入口(https://reurl.cc/M7ezbX)教務資訊系統/學生選課/減修學分申請/，即可申請降低應修科目學分數。(另依本校學生選課辦法第9條第2項規定略以：情況特殊經簽請教務長核准者，不受最低應修學分數限制，惟至少應修習一門科目。)</p> <p>(3)另如學生於學期中因故需接受隔離或醫療措施，無法繼續修課者，亦可於110年10月27日前辦理課程退選，或於11月24日到12月15日間辦理課程停修，不計入當學期成績。</p>	課務組
2. 註冊繳費	<p>(1)本校學生註冊繳費皆可使用ATM轉帳繳款、信用卡、超商或第一銀行臨櫃繳費，毋須到校辦理註冊繳費。</p> <p>(2)學士班延畢生如所修科目未達10學分者，得依所修學分數繳交學分費。另研究生第5學期起僅須繳交學雜費基數，毋需繳納學分費。(參照本校學生學雜費學分費與其他費用繳納辦法第4條規定)</p> <p>(3)如遇有特殊情形者，學生得檢附證明文件及申請表，經校長同意後辦理相關繳費減(免)事宜。</p>	註冊組
3. 修課方式	<p>(1)本校學生如遇有因新型冠狀病毒肺炎疫情影響，需就醫、居家隔離或延遲來台就學者，請填寫「安心就學措施申請表」告知修習課程，並E-mail至registra@dragon.nchu.edu.tw。學校相關單位將協調授課教師將上課講義、教材等相關資料上傳至本校iLearning數位學習平台。</p> <p>(2)如經授課教授同意利用同步或非同步之遠距教學方式協助學生修讀課程，該課程後續仍須經校內相關會議程序通過，以符教學標準。</p>	教發中心 課務組 各系所
4. 考試成績	<p>本校學生如遇有因新型冠狀病毒肺炎疫情影響，需就醫、居家隔離或延遲來台就學，而不能於規定時間參加期中或期末考試者，必須請假。請假須持有證明文件，並以補考或其他補救措施(依授課教師規定)處理科目成績，補考成績並按實際成績計算。</p> <p>(即不受本校學則第44條規定限制：「學生因重病或重大事故，不能於規定時間參加期中或期末考試者，必須請假。自請假之時起</p>	註冊組

	<p>，其當日應考各科目，不得參加考試，均須留待補考。學生已請准考試假，而又參加給假科目之考試者，其考試成績，應予作廢，事後該生仍應參加補考。學生因懷孕或哺育幼兒(三足歲以下)之照顧，而核准之事(病)假、產假，其缺席不扣分；致缺課時數逾全學期授課時數三分之一者，該科目成績得由授課教師視需要與科目性質以補考或以其他補救措施彈性處理，補考成績並按實際成績計算。另為維護突遭重大災害學生之學習權益，另以本校「突遭重大災害學生學習權益處理原則」規範之。」)</p>	
5. 學生請假	<p>本校學生如遇有因新型冠狀病毒肺炎疫情影響，需就醫、居家隔離或延遲來台就學者，可以上網至學校首頁興大入口(https://reurl.cc/M7ezbX)學務資訊系統/請假申請/辦理，事後補齊證明文件辦理請假作業。</p>	<p>生輔組 課務組 註冊組</p>
6. 休退學及復學	<p>(1)休學申請：本校學生如遇有因新型冠狀病毒肺炎疫情影響，需就醫、居家隔離或延遲來台，須辦理休學者，休學不計入學則規定休學期限。休學之學期，免繳學雜費(基數)、學分費及相關費用。學生請填寫「安心就學措施申請表」及休學申請書，<u>E-mail至registra@dragon.nchu.edu.tw</u>，以利協助辦理。</p> <p>(2)學雜費退回：學生因新型冠狀病毒肺炎疫情影響須辦理退學者，本校將退回相關學雜費用，不受學生退學時間點限制。</p> <p>(3)放寬退學規定：學生因新型冠狀病毒肺炎疫情影響並持有證明文件者，本校將審酌學生身心狀況及學習需要，使學生不受學業成績不及格兩次1/2或2/3退學規定限制。</p> <p>(4)復學後輔導：若學生復學時遇有原肄業系所變更或停辦時，本校將輔導學生至適當學系所修業，且系所應對學生進行選課輔導。</p> <p>(5)延長修業期限：若學生修業期限屆滿仍無法修畢應修科目學分者，學校得專案延長其修業期限。</p>	<p>註冊組 各系所</p>
7. 畢業資格	<p>(1)畢業應修科目學分：本校各系所可依課程之科目性質，酌情調整課程(如實習、體育及服務學習)之學習內涵及學習時數。</p> <p>(2)其他畢業資格條件：有關英文能力檢定，本校另提供學生替代方案，如依本校「學生英文能力畢業標準檢定辦法」第5條規定，未通過該辦法第3條規定之學生，可選擇下述課程之一，及格者視同通過本校英文能力畢業標準檢定：①修習校必修「英文能力檢定及輔導」課程，「英文能力檢定及輔導課程實施細則」由文學院訂定，經教務會議審議通過後實施。②修習全英語學位學程、學分學程、或本校「全英語學制及學程推動補助要點」之英語學群(不含大一英文)課程，通過至少6學分。</p>	<p>各系所 註冊組 文學院 語言中心</p>

8. 資格權利保留	本校學生如遇有因新型冠狀病毒肺炎疫情影響，需就醫、居家隔離或延遲來台就學者，學校相關承辦單位得審酌學生身心狀況及學習需要，協助學生保留赴境外修讀雙聯學位、研修或交換之資格；參與職訓課程、建教或產學合作計畫等之資格。	國際處
9. 學校相關輔導協助機制	<p>(1)個案追蹤機制：由「國際事務處外籍與大陸學生事務組」建立專案輔導單一窗口，追蹤個案現況及後續修業情形。</p> <p>(2)啟動關懷輔導機制：透過單一窗口瞭解學生身心狀況、課業學習、職涯輔導之實際需求，適時轉介相關單位，以提供所需資源，協助學生渡過困難。</p> <p>(3)維護學生隱私：各單位處理學生相關事宜，均須依規定辦理，並注意個人資料保護事宜。</p>	國際處外籍與大陸學生事務組 (協助單位：學務處、教務處教發中心)

國立中興大學安心就學措施申請單

學制	<input type="checkbox"/> 博士班	申請日期	
	<input type="checkbox"/> 碩士班	預定入臺日期	
	<input type="checkbox"/> 學士班		
	<input type="checkbox"/> 進修學士班		
系所班級		身分別	<input type="checkbox"/> 陸生 <input type="checkbox"/> 僑生 <input type="checkbox"/> 外籍生 <input type="checkbox"/> 本地生
中文姓名		英文姓名	
學號		身分證字號/居留證號	
連絡電話		E-mail 信箱	

■ 申請安心就學措施項目：

- 開學後(9/15日)才可以入境臺灣者，申請課程安心教學(請填列下表)
- 因疫情無法於學期三分之一以前入境臺灣者，申請安心就學防疫休學(請檢具證明文件，不列入休學年限)
- 其他(請檢具證明文件並詳述申請原因、內容)

選課號碼	科目名稱	授課教師	選課號碼	科目名稱	授課教師

不敷使用請自行增加

■ 注意事項：

1. 因疫情影響無法到教室上課者，請至學校首頁興大入口(<https://reurl.cc/M7ezbX>)學務資訊系統/請假申請/辦理，事後補齊證明文件辦理請假作業。
2. 申請安心就學的課程不含體育、實驗、實習、實作課程，屬於上述課程，請同學10/27日前完成退選程序。
3. 開學後無法到教室上課期間，同學可以申請Tutor或連繫課程的Teaching Assistant協助課程的學習，網址：<http://www.oaa.nchu.edu.tw/zh-tw/cdtl-form/download-list.88>
4. 需要課程教材上網或安心教學，將請課務組協助聯繫授課教師確認後再回覆，如授課教師因專業性考量無法提供，則請同學自行考慮於期限內退選該課程或申請停修。
5. 本表填寫後請寄送本校連絡統一窗口教務處註冊組(E-MAIL:registra@nchu.edu.tw)，將依個案特殊性以專案處理後續相關作業。

--

國立中興大學安心就學措施申請單

學制	<input type="checkbox"/> 博士班	申請日期	
	<input type="checkbox"/> 碩士班	預定入臺日期	
	<input type="checkbox"/> 學士班		
	<input type="checkbox"/> 進修學士班		
系所班級		身分別	<input type="checkbox"/> 陸生 <input type="checkbox"/> 僑生 <input type="checkbox"/> 外籍生 <input type="checkbox"/> 本地生
中文姓名		英文姓名	
學號		身分證字號/居留證號	
連絡電話		E-mail 信箱	

■ 申請安心就學措施項目：

- 開學後(9/15日)才可以入境臺灣者，申請課程安心教學(請填列下表)
- 因疫情無法於學期三分之一以前入境臺灣者，申請安心就學防疫休學(請檢具證明文件，不列入休學年限)
- 其他(請檢具證明文件並詳述申請原因、內容)

選課號碼	科目名稱	授課教師	選課號碼	科目名稱	授課教師

不敷使用請自行增加

■ 注意事項：

1. 申請期限：2021年8月20日前
2. 因疫情影響無法到教室上課者，請至學校首頁興大入口(<https://reurl.cc/M7ezbX>)學務資訊系統/請假申請/辦理，事後補齊證明文件辦理請假作業。
3. 申請安心就學的課程不含體育、實驗、實習、實作課程，屬於上述課程，請同學10/27日前完成退選程序。
4. 開學後無法到教室上課期間，同學可以申請Tutor或連繫課程的Teaching Assistant協助課程的學習，網址：<http://www.oaa.nchu.edu.tw/zh-tw/cdtl-form/download-list.88>
5. 需要課程教材上網或安心教學，將請課務組協助聯繫授課教師確認後再回覆，如授課教師因專業性考量無法提供，則請同學自行考慮於期限內退選該課程或申請停修。
6. 本表填寫後請寄送本校連絡統一窗口教務處註冊組(E-MAIL:registra@nchu.edu.tw)，將依個案特殊性以專案處理後續相關作業。